

# Data Protection Officer (DPO): Certification

Hands-on course of 5 days - 35h

Ref.: OFP - Price 2024: €3 530 (excl. taxes)

## EDUCATIONAL OBJECTIVES

At the end of the training, the trainee will be able to:

Understand the basic concepts and components of data protection

Understand the role and missions of the Data Protection Officer (DPO)

Understand the content of the General Data Protection Regulation

Understand the concepts, approaches, methods and techniques for effective data protection

## TEACHING METHODS

A set of descriptions that cover each domain of the exam program. A set of questions/answers at the end of each domain.

## CERTIFICATION

Official PECB-accredited certification exam. 12 open-ended questions, 3 hours, open book.

## THE PROGRAMME

last updated: 07/2021

### 1) The fundamentals of privacy

- Introduction to data protection.
- The GDPR (General Data Protection Regulation).
- The DPO (Data Protection Officer).

### 2) Introduction to the GDPR and privacy principles

- Regulatory framework.
- Fundamentals of personal data protection.
- General Data Protection Regulation.
- EU bodies: International Working Group for Personal Data Protection in Telecommunications (IWGDPT).
- Supervisory authorities, Article 29 Working Party.
- Legislation: Legal framework, consent, special categories of personal data

### 3) The DPO (Data Protection Officer).

- Appointment, function, responsibilities, missions.
- Internet governance, cyber-rights, and international data transfers.
- Legislation and systems around the world.
- DPO working across the company: Collaborating with the legal, marketing, IT, and purchasing teams.

### 4) Risk management and information security

- Risk management: Concepts, risk management, methodologies, standards, monitoring.
- Information Systems and security: Duties and responsibilities, training and awareness-building, classification.
- Access, exposure, cryptography, and digital signatures.
- Mobile security and Big Data (concept, NoSQL and applications).
- Internet of things: Concepts, models and principles, applications, threats.
- New technologies, new threats.

### 5) Incidents and protection

- Management: information security incident, event.

## TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

## ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@ORSYS.fr](mailto:psh-accueil@ORSYS.fr) to review your request and its feasibility.

- Business continuity: recovery, time, strategy.
- Assessing the impact on data protection.
- Personal data lifecycle.

#### 6) Certification exam

- Paper exam with 12 open-ended questions, to be taken in 3 hours.
- The exam is open-book (you may use course materials and personal notes taken during the session).

## DATES

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### REMOTE CLASS

2025 : 24 Mar, 02 Jun, 08 Sep, 15 Dec