



DATA PRIVACY TRAINING

(DPDPA and GDPR)

Certified Data Protection Officer

by

Zedroit Academy

in collaboration with

Electronics & ICT Academy

(supported by MEITY, GoI)

IIT - Guwahati



Electronics & ICT Academy

Indian Institute of Technology Guwahati

An Initiative of Ministry of Electronics & Information Technology(Meity)



Certified Data Protection Officer

About the course

ABOUT THE COURSE

Name of the Course: **Certified Data Protection Officer**

Start Date: **20th July 2024**

Duration: **03 Months**

Course Type: **Data Protection and Privacy Implementation**

Eligibility Criteria: **No Eligibility** (Tech and Law background preferred)

Course Fee: **₹ 55,000/-** (excluding GST)

Temporary Weblink: **www.zedroit.com/cdpo**



Course Syllabus

Certified Data Protection Officer

MODULE 01:

Introduction to Data Privacy & Key Concepts

1.1 Introduction to Data Privacy

1.1.1 Data Privacy and Data Protection

1.1.2 History and Development of DPDPA & GDPR

1.2 Key Concepts and Definitions

1.2.1 Personal Data

1.2.2 Processing

1.2.3 Data Fiduciary / Data Controller

1.2.4 Significant Data Fiduciary

1.2.5 Data Processor

1.2.6 Data Principal / Data Subject

1.2.7 Data Breach

1.2.8 Privacy by Design & Default

1.2.9 Consent Manager

MODULE 02:

Scope and Applicability

2.1 Territorial Scope

2.2 Extra territorial Scope

2.3 Material Scope

MODULE 03:

Principles of Data Privacy

- 3.1 Lawfulness, Fairness and Transparency
- 3.2 Purpose Limitation
- 3.3 Data Minimisation
- 3.4 Data Accuracy
- 3.5 Storage Limitation
- 3.6 Integrity and Confidentiality
- 3.7 Accountability

MODULE 04:

Lawful Grounds for Processing

- 4.1 Consent
- 4.2 Certain Legitimate Uses
 - 4.2.1 *Contractual Obligation*
 - 4.2.2 *Legal Obligation*
 - 4.2.3 *Public Interest*
 - 4.2.4 *Vital Interest*
 - 4.2.5 *Legitimate Interest*

MODULE 05:

Rights of Data Principals

- 5.1 Right to Access
- 5.2 Right to Rectification
- 5.3 Right to Erasure
- 5.4 Right of Grievance Redressal
- 5.5 Right to Nominate

- 5.6 Right to be Informed
- 5.7 Right to Object
- 5.8 Right to Restrict
- 5.9 Right to Data Portability
- 5.10 Right against Automated Decision Making

MODULE 06:

Obligations and Duties

- 6.1 Obligations of Data Fiduciaries/Controllers
 - 6.1.1 *Lawful Ground for processing*
 - 6.1.2 *Notice Requirements*
 - 6.1.3 *Consent Requirements*
 - 6.1.4 *Technical and Organisational Measures*
 - 6.1.5 *Ensuring Data Principal's Rights*
 - 6.1.6 *Personal Data Breach and Notification Requirements*
- 6.2 Additional Obligations for Significant Data Fiduciary
 - 6.2.1 *Data Protection Officer*
 - 6.2.2 *Independent Data Auditor*
 - 6.2.3 *Periodic DPIAs and Audits*
- 6.3 Processing Children Data
 - 6.3.1 *Children Data*
 - 6.3.2 *Verifiable Consent*
- 6.4 Obligations for Data Processors
 - 6.4.1 *Processing Only on Instructions*
 - 6.4.2 *Data security and Breach Response*
 - 6.4.3 *Notification of Data Breaches*
 - 6.4.4 *Documentation and Record Keeping*

6.4.5 Compliance with Data Protection Principles

6.5 Duties of Data Principals

6.5.1 Compliance with Applicable Laws

6.5.2 No Impersonation

6.5.3 Full Disclosure for Official Document

6.5.4 No False Grievances

6.5.5 Furnish Authentic Information for Correction and Erasure

MODULE 07:

Data Protection Officer

7.1 Data Protection Officer

7.1.1 Roles and Responsibilities

7.1.2 Challenges and Implementation Practices

7.1.3 Business Process Owners

MODULE 08:

International Data Transfers Best Practices

8.1 Adequacy Decisions

8.2 Appropriate Safeguards

8.2.1 SCCs

8.2.2 BCRs

8.2.3 Approved Certification Mechanism

8.2.3 Approved Codes of Conduct

8.3 Derogations

MODULE 09:

Enforcement and Consequences of Non- Compliance

9.1 Data Protection Board

9.1.1 Powers and Functions

9.1.2 Modus Operandi

9.2 Consequences of Non-Compliance

9.2.1 Penalty

9.2.2 Blocking of Access

MODULE 10:

Important Data Protection Measures

10.1 Data Protection Impact Assessment

10.2 Transfer Impact Assessment

10.3 Legitimate Interest Assessment

10.4 Third Party Risk Management

10.5 Record of Processing Activity

10.6 Data Subject Rights Response Mechanism

10.7 Data Breach Response Mechanism

10.8 Data Protection Policies

10.9 Consent Management

10.10 Cookie Management

10.11 Appropriate Technical & Organisational Measures

10.12 Privacy Training

MODULE 11:

Application

11.1 Practical Insights

11.2 Important Case Laws



Practical Implementation Modules

Certified Data Protection Officer

MODULE 01:

DPO - Responsibilities, Coordination, Challenges

MODULE 02:

Risk Assessments

MODULE 03:

Harmonization of Control

MODULE 04:

Legitimate Interest Assessment

MODULE 05:

Security Implementation

MODULE 06:

Transfer Impact Assessment

MODULE 07:

Third-Party Risk Assessment

MODULE 08:

Organisational Gap Assessment

MODULE 09:

Record of Processing Activities

MODULE 10:

Data Flow Management: Data Discovery, Data Inventory, Data Classification, Data Mapping, Data Flow Diagrams

MODULE 11:

[Privacy Notice](#)

MODULE 12:

[Privacy Policies](#)

MODULE 13:

[Data Subject Request Response Plan](#)

MODULE 14:

[Data Breach Management](#)

MODULE 15:

[Cookie Management](#)

MODULE 16:

[Consent Management](#)

MODULE 17:

[Data Processing Agreements](#)

MODULE 18:

[Standard Contractual Clauses](#)

MODULE 19:

[Binding Corporate Rules](#)

MODULE 20:

[Privacy Automation Tools](#)

MODULE 21:

[ISO 27001 \(ISMS\)](#)

MODULE 22:

[ISO 27701 \(PIMS\)](#)

MODULE 23:

[Reporting to Supervisory Authority \(Audits & Filing Requirements\)](#)

COURSE STRUCTURE AND SCHEDULE

	Duration	No. of Hours
Training Sessions	Introduction	01 Hour
	Conceptual Recap (01 Week)	06 Hours
	Practical Trainings (06 Weeks)	36 Hours
	Implementation Tasks (06 Weeks)	24 Hours
Task Handholding & Review	6 Weeks	20 Hours
Personal Mentorship Sessions	3 Sessions	3 Hours
Total Hours		90 Hours

EXPERT'S PROFILE

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