

# GDPR: Mastering the General Data Protection Regulation

Overview course of 2 days - 14h

Ref.: LIL - Price 2024: CHF1 950 (excl. taxes)

## EDUCATIONAL OBJECTIVES

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

Discover the mandatory formalities of the General Data Protection Regulation

Define the legal aspects of GDPR

Understand the importance of GDPR obligations

Designate a Data Protection Officer

## THE PROGRAMME

last updated: 06/2022

### 1) Introduction to the General Data Protection Regulation (GDPR)

- Legal fundamentals.
- History from the French "Loi Informatique et Libertés" to the General Data Protection Regulation (GDPR).
- Overview of the General Data Protection Regulation.
- Personal data protection challenges.
- Responsibility of the legal entity.

*Exercise : Analyzing non-compliance risks.*

### 2) Fundamentals of personal data protection

- Essential notions.
- The scope of the General Data Protection Regulation.
- The powers of the supervisory authorities.
- The fundamental principles.
- The appointment of a Data Protection Officer (DPO).

*Exercise : Defining the skills of the Data Protection Officer (DPO).*

### 3) The obligations of the General Data Protection Regulation (GDPR)

- Appointing a Data Protection Officer (DPO).
- The role of the Data Protection Officer.
- Ensuring the lawfulness of the processing.
- Informing the data subjects.
- Awareness-raising and training.

*Exercise : Setting up a personal data processing record.*

### 4) Analyzing the impact of the processing and consulting the authority

- Standard security and safety within an organization.
- Conducting a DPIA (Data Protection Impact Assessment).
- Maintaining a record of processing activities.
- Ensuring data security.
- Managing the rights of data subjects.
- Preparing for an audit.

*Hands-on work : Conducting a Data Protection Impact Assessment (DPIA).*

## 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.

### 5) Toolbox

- Integrating security into projects.
- Code of conduct.
- Certifications and labels.
- Creating and managing an action plan.
- Ensure monitoring.

## DATES

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### REMOTE CLASS

2024 : 20 Jun, 19 Sep, 21 Nov