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ECDPO 1: Preparing for the EU General Data Protection Regulation

General Data Protection Regulation (GDPR) comes with a raft of changes that will affect every organisation that processes personal data. While some organisations are prepared and have initiated internal projects aimed at implementing regulatory changes, others are not.

Preparing for the General Data Protection Regulation is a one day advanced course that aims to educate students on steps required to comply with GDPR. This module builds on existing data protection knowledge and is a core requirement for existing holders of data protection certification who wish to pursue the ECDPO certification.

Participants are provided a detailed insight into the main provisions of GDPR, as well as practical guidance on what organisations should be doing now that GDPR has taken effect. Outline of topics include;

- An overview of Irish data protection legislation and GDPR
- Definitions and roles under GDPR
- Consent under GDPR
- Data Protection Obligations
- Data Profiling, Anonymisation, Pseudonymisation
- The role of Supervisory Authorities and the evolution of the European Data Protection Supervisory Board (EDPB)
- International data transfers
- Infringements and penalties
- Best Practice

Takeaway: Students will come away with practical understanding of what their organisations' obligations and responsibilities are under GDPR and what steps should be taken to ensure compliance with regulatory requirements.

ECDPO 2: Subject Access Requests

Individuals have been conferred with specific rights under GDPR. Known as rights of the data subject, these rights include an individual's ability to establish the existence of all personal information held by an organisation as well as the right to request a copy of such information available. This is known as a Subject Access Request (SAR) procedure.

GDPR introduces new SAR requirements which can prove costly for organisations if ignored.

This one day advanced course covers all aspects of the Subject Access Request process from inception to dispatch including how SAR is defined, how to respond to a SAR request within the defined legal threshold efficiently, as well as an organisation's obligation on SAR under GDPR. We will also examine the evolution of SAR over time. Outline of topics include;

- Subject Access Request features and definitions
- Processing SAR under GDPR
- SAR exceptions and exemptions
- How to deal with SAR complaints
- Enforced Subject Access Request
- Data portability and its impact on SAR
- SAR complexities, challenges and best practice

  The course will be completed with a SAR case study.

Takeaway: Students will come away with practical understanding the workings of SAR in the workplace as well as how the SAR process should be designed, implemented and quality assured.

ECDPO 3: Data Protection Impact Assessment (DPIA)

GDPR comes with a requirement for organisations to take a risk based approach when processing personal data. This is particularly relevant where data processing can pose a high risk to the fundamental rights and freedoms of individuals.

A risk based approach is defined as a process that facilitates the identification of privacy related risks and subsequently allows for development of strategies to mitigate the impact of such risks.

The DPIA one day advanced course is designed to thoroughly equip you with the tools necessary to develop and implement DPIAs, monitor outcomes and take corrective action where required. Students will learn how to identify and resolve privacy related issues early, reduce costs and potentially ensure continued compliance with GDPR and ultimately mitigate reputational damage.

Outline of topics include;

- Difference between a risk and crisis
- Data Protection Impact as a GDPR requirement
- Why DPIAs are required
    - The DPIA process – Conducting a DPIA from the ground up
- Privacy by design/default
- Analysis of DPIA tools
- Risk-based approach
- Monitoring outcomes and responding to privacy risk
- Cost of non-compliance

The course will be completed with a case study on DPIA.

Takeaway: Students will understand how to apply a hands on approach in the design and implementation of a DPIA framework in the workplace.

ECDPO 4: Managing a Data Breach

Data Breaches are an increasingly common occurrence in today's technologically driven world. News of enterprise level data breaches continue to hit news headlines daily. GDPR imposes notification obligation on organisations, failure of which can incur sanctions as well as effective, proportionate and dissuasive fines. An organisation may get over and eventually forget a data breach occurrence, those who have been affected by the breach do not.

An organisation's likelihood of a data breach occurring only increases over time particularly, where necessary technical measures are inadequate or non-existent. While not inevitable, building contingencies to mitigate the impact of a data breach should be seen as an investment safety to safeguard an organisation's data and ultimately its reputation.

This one day advanced course covers the main factors which may lead to a data breach and what process should be followed in the event of a breach occurring.

Outline of topics include;

- What is a data breach
- How does a breach occur?
- Data breach defined under GDPR
- Types of data breaches
- Anatomy of a data breach
- Role of Management in Data Breach Management
- Data Breach Management process

The course will be completed with a case study on a real life data breach.

Takeaway: Students will gain a practical understanding of the adoption of a risk based approach when managing a data breach.

ECDPO 5 - How to Conduct a Data Protection Audit

A challenge organisations face is not knowing what to expect in event of an audit by the Data Protection Commissioner. The myth and anxiety surrounding data protection audits will be addressed in this course.

Audits are used to identify any issues of concern about the way the organisation deals with personal data and to recommend solutions. Under GDPR, organisations now have an obligation to audit their data processing activities. A data controller or processor's ability to conduct its own data protection audit is an invaluable skill to have when ensuring compliance obligation under GDPR.

'How to Conduct a Data Protection Audit' is a one day advanced course that places specific emphasis on areas of data processing activities which controllers and processors should monitor regularly to ensure compliance.

Outline of topics include;

- Why is a data protection audit necessary?
- Data Audit as an accountability tool
- Data Audit under GDPR
- Data Audit and Risk Management
- Data Protection Audits: Internal, External and Regulatory
- Data Audit Tools
- The Data Audit Process
- Data Protection Certification
- Best Practices

The course will be completed with a case study on how to implement a data protection audit using a real life scenario.

Takeaway: Students will understand how to adopt a practical approach when implementing a data protection audit.

ECDPO 6 - Understanding Data Protection by Design & Default

Data Protection by Design & Default is an approach to system design which takes privacy into account throughout the whole service, product or systems design process.

Protection of personal data should not be retrofitted or seen as an afterthought but instead be seen as integral to systems development. Before the first line of code is written, as a data controller you should ask the following questions;

- What does the use of personal data mean for the client?
- What risks will the use of personal data pose to the fundamental rights of individuals?
- Are the necessary technological measures in place to safeguard processing of personal data?

Understanding Data Protection by Design & Default is a one day advanced course. You will learn how your organisation can incorporate personal data safety, security, quality and integrity into your development practices. The course will cover how to take into account your responsibilities as data controllers/ processors and obligations to data subjects.

Outline of topics include;

- The case for Data Protection by Design and Data Protection by Default
- Introducing data protection by design
- Data protection by design under GDPR
- Concepts of data protection by design / default
- Application of key Data Protection by Design concepts to real life projects
- Role of Data Protection/Privacy Impact Assessments in ensuring the effectiveness of data protection by design / default
- Introduction to Privacy Enhancing Technologies (PETs)
- Profiling, anonymisation and Pseudonymisation
- Best Practice

Takeaway: Students will understand how to adopt data protection by design as an integral component of product or service design.

ECDPO 7 - Records & Policy Management

With the rapid growth in data storage solutions, many organisations no longer see data retention as a high-cost item. The temptation to retain all things data is so strong and with greater access to technology due to reduced costs, perpetual retention of both manual and electronic data may be perceived as convenient and not necessarily a priority as it involves "a lot work". But with this comes increased exposure to the risk of data loss, unauthorised access, and ultimately, reputational damage.

Retaining data indefinitely without a legal basis or justification can constitute an infringement under GDPR can attract fines. Records & Policy Management is one day advanced course will enable you to assess the following elements:

- A brief overview of records management
- Records management under GDPR
- Records processing and mapping
- Accountability and records governance
- Implementing a records management program
- Archiving & Retention
- Best Practices

Takeaway: Students will understand how to ensure organisational compliance with GDPR by adopting pragmatic accountability principles on records management.

ECDPO 8 – Data Governance & Accountability

GDPR comes with requirements that encourage accountability and governance for the protection of personal data for organisations involved in the processing of such.

Accountability is now an important and explicit requirement under GDPR. Simply put, accountability requires that organisations process personal data lawfully and accurately in a transparent manner. There must be one or more legitimate reasons why personal data is effectively processed and where appropriate, minimally retained.

Outline of topics include;

- Accountability as a compliance tool
- Accountability and Governance under GDPR
- Stakeholder Management
- Data Security and Quality
- Organisational culture
- GDPR & Role of Leadership
- Cost of non-compliance
- Liabilities
- Best Practice

Takeaway: Students will understand how to ensure organisational compliance with GDPR by adopting pragmatic accountability and governance.

ECDPO Certification Path

Step One: CDPP Training

The path to ECDPO Certification is a five stage process. The process commences when students attend the 3 day Certified Data Protection Practioner Certificate (CDPP) training.

On completion of the training, students are required to complete an online assessment after which successful students are certified as data protection practitioners. The CDPP certificate becomes the baseline for the modular courses as describe in the screenshot below;
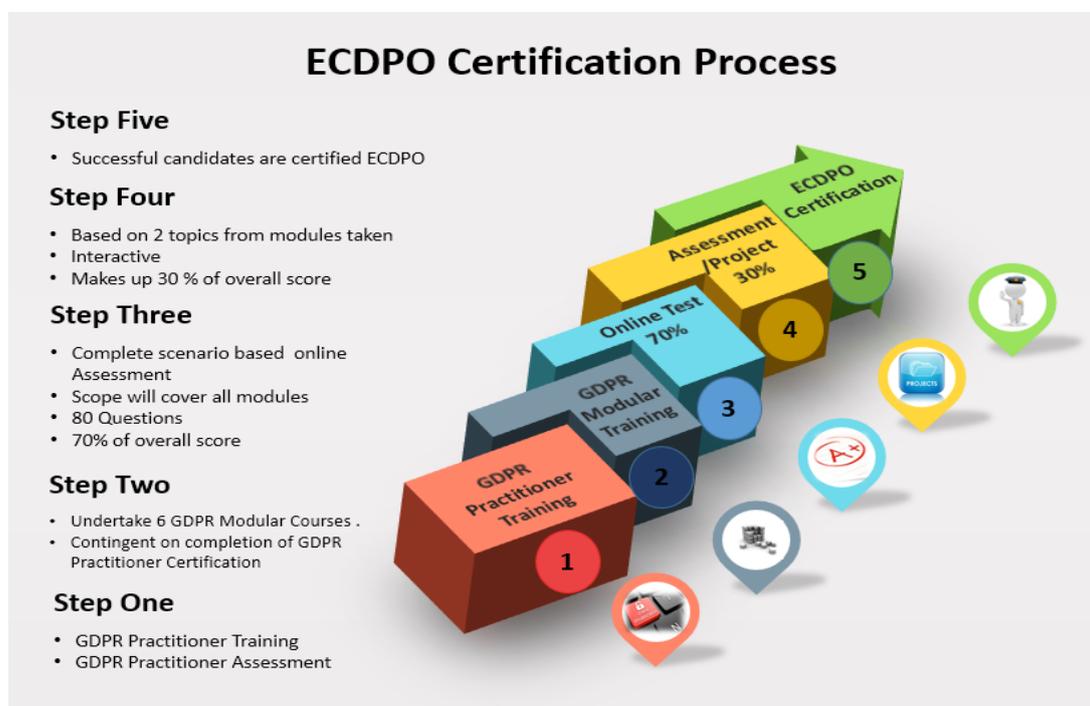

Step Two: ECDPO Modular Training

Students who successfully complete the practitioner training under GDPR are required to complete 6 (out of 8) modules of ECDPO. A description of all modules is provided above. Students are required to select their choice modules on day 1 of training.
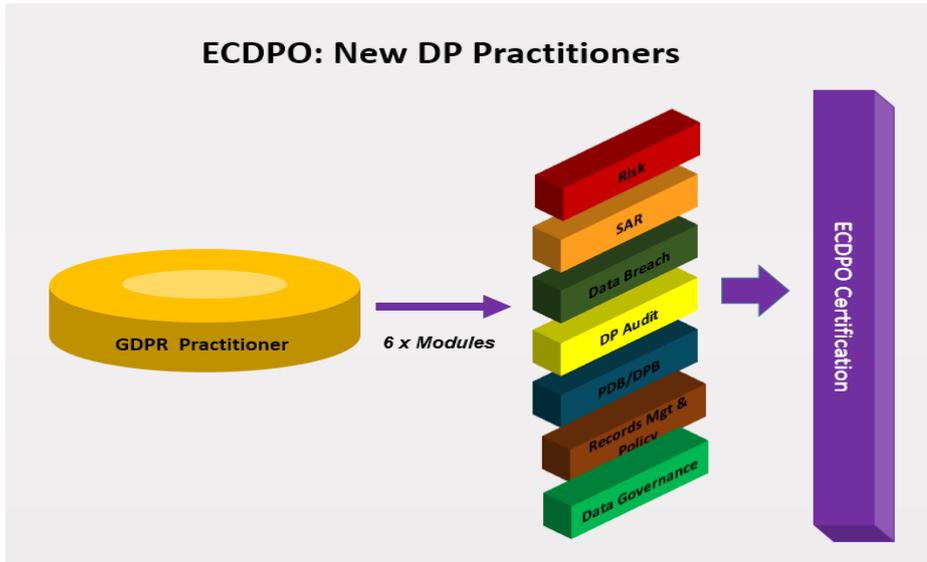
Students who have completed the Data Protection Practitioner training and are certified under the Data Protection Acts 1988 and 2003, are required to take the "Preparing for the GDPR" training module which is compulsory for all currently certified data protection practitioners.

This module prepares students on what changes GDPR requires and what steps organisations must take to ensure regulatory compliance. An additional 5 modules are required to achieve ECDPO certification. See screenshot below;

ICS, 87-89 Pembroke Rd., Ballsbridge, Dublin 4
Contact: training@ics.ie, 01 237 77 23
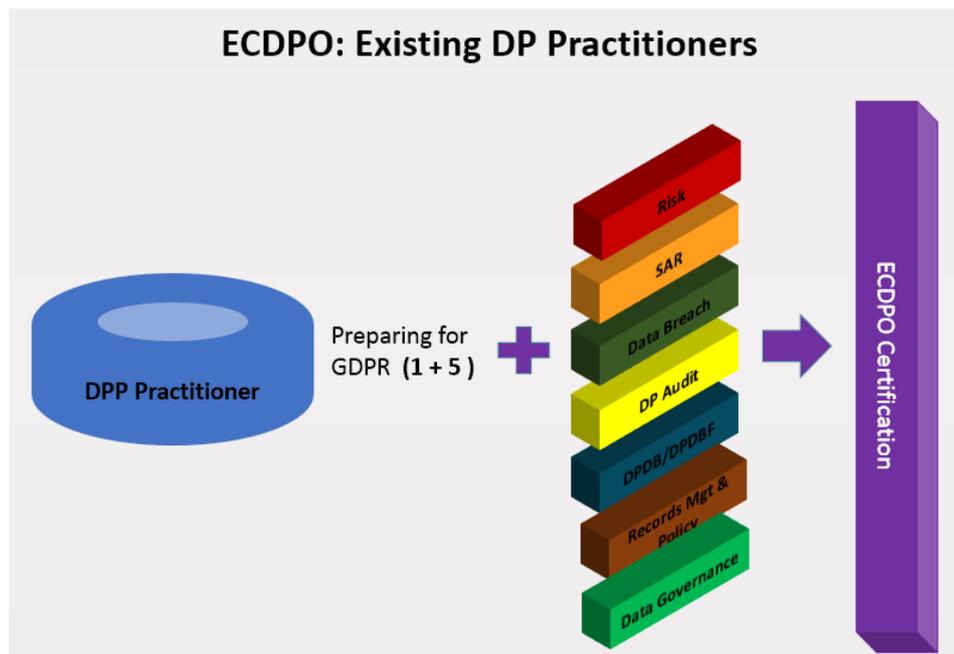
Step Three: ECDPO Test & Certification

Students who successfully complete the GDPR modular courses are required to sit an assessment which will account for 70% of the overall score. Unsuccessful candidates will have **one** opportunity to resit the online assessment after one month of initial attempt. Certification is provided by the Association of Data Protection Officers and the Irish Computer Society.

Step Four: Case Study/Project

Successful candidates who complete their assessments are required to complete a project or case study. This will involve students having to defend a project or case study before a group of industry experts, which accounts for 30% of overall score.

Step Five: Certification

This is the final stage of the process. Successful candidates are designated as European Certified Data Protection Officers (ECDPO). Newly certified Data Protection Officers will be required to maintain certification which is valid for 3 years from date of certification. Active participation professionally is integral in maintaining certification.

Benefits

The ECDPO programme enables you to fully meet the legislative requirements as a Data Protection Officer under GDPR. Use the knowledge you have gained about data protection legislation to make influential changes to your organisation's data protection policies, helping you remain competitive and compliant. This will increase your organisation's confidence in its ability to:

- Protect and manage data
- Interpret contemporary legislation in the specific areas of data protection
- Implement a data protection framework within your organisation
- Design, complete and report on major data protection projects which may be required to enhance your organisation's positioning within the sector
- Justify the rationale behind recommendations in relation to data protection
- Maintain, develop and apply data protection best practice

Members who complete the European Certified Data Protection Officer Programme, and who commit to completing Continuing Professional Development hours, will be entitled to use the designation ECDPO – European Certified Data Protection Officer.

Who should attend?

The ECDPO programme is ideally suited to anyone currently fulfilling a Data Protection Officer role within an organisation or looking to develop a career in Data Protection.

Candidates are expected to have at least a working knowledge of current Data Protection & Privacy legislation in order to ultimately achieve "expert level knowledge" (as specified by EU GDPR) and hold an accredited Data Protection Practitioner Certificate qualification. Students with background in Law at degree or Diploma level will also be considered.

Courses are aimed at individuals responsible for ensuring that their organisation complies with data protection and other privacy related legislation. This includes but not limited to current Data Protection Officers, IT Managers or Directors, Human Resources Managers, Heads of Compliance, Operations Managers, Risk Managers, etc.

The programme is particularly relevant for individuals who require a broader perspective on the EU GDPR, such as those responsible for policy implementation, or anyone that processes a significant amount of personal data.

European Certified Data Protection Officer Certification: FAQs

1. Who is a Data Protection Officer?

Under the European General Data Protection Regulation, a Data Protection Officer can be described as the individual or entity "responsible for all things data protection in an organisation". He/she will be the first point of contact on data protection issues in the workplace. The DPO role is a key advisory role, providing the needed guidance on the identification of and management of privacy risks.

2. How important is the role of the Data Protection Officer?

GDPR imposes specific obligations on certain sectors (public authorities or bodies) and organisations who process large amounts of data or are engaged systematic monitoring (e.g. monitoring of individuals includes online behavioural marketing for commercial purposes etc.). Since May 2018, a lot of focus has been placed on the role of the Data Protection Officer under GDPR given its relevance in the workplace in maintaining and sustaining regulatory compliance.

3. What is the European Certified Data Protection Officer Certification?

The European Certified Data Protection Officer Certification seeks to validate the role of the Data Protection Officer in the work place.

4. Why is the European Certified Data Protection Officer Certification necessary?

The requirements of GDPR central to the role of the DPO are very much of a hands-on nature, which means that pragmatic understanding of the role and application are vital in meeting regulatory needs.

5. What purpose will the ECDPO Certification serve?

ECDPO serves to ratify and showcase the role of the data protection officer in the workplace.

6. Who is qualified to be an ECDPO?

- Existing certified Data Protection Practitioners are automatically eligible to participate in the ECDPO programme.
- An individual with similar data protection qualification or other legal qualification (law graduates) will be considered as long as verifiable documentary evidence (certificate) is provided.
- Anyone with data protection responsibilities in their daily role can participate in the ECDPO program.

7. What is the minimum requirement for the ECDPO Certification

The minimum requirements will be addressed on the basis of the various target audiences;

Existing DP Practitioners: no additional certification requirements need to be met but candidates are required to take the "Preparing for the GDPR" module plus five other modules. This module provides existing certificate holders an overview of the regulatory changes outlined in the regulation. It will be used as a baseline for other modules to be taken.

Non-DP Practitioners but similarly qualified: A copy of qualifications should be provided for verification as part of the applications process. On approval, students will be required to take the "Preparing for the GDPR" module plus five other modules.

Non-DP Practitioners: Candidates are required to take the Certified Data Protection Practitioner course to qualify for the ECDPO.

8. How will the ECDPO process work?

This is a five stage process which starts with the baseline module completion requirements described above.

- Existing DP Practitioners are required to complete five additional modules on completion of the Preparing for the GDPR module which is compulsory.
- New Practitioners are required to complete the Certified Data Protection Practitioner course after which an additional 6 modules will need to be completed.

- On the successful completion of the modules, an online assessment will be completed, which accounts for 70 percent of the overall score. A project or case study will be completed which will account for 30% of the remainder of the overall score.
- The format of projects or case studies for each candidate will be determined on the successful completion of the modular courses.
- Candidates are given two topics which are delivered either by way of a project or a case study or both.

9. Why do I have to take so many modules?

The requirements of GDPR are very much hands on in nature (e.g. subject access, risk impact assessment, data breach management etc.) and an organisation's accountability regulatory compliance under GDPR is contingent on its ability to demonstrate its willingness to comply with the requirements of GDPR.

10. How much will it cost?

Please www.ics.ie/training for all course prices.

11. How many CPD points will I need to accrue to maintain my certification?

You will be required to accrue a total of 60 CPD points over a 3 year period.

Please see www.ics.ie/cpd for more details.

12. I am not a member of the Irish Computer Society or the Association of Data Protection Officers. Will I get automatic membership of ADPO when I register for ECDPO Programme?

Yes, you will receive free membership of ICS and have the option to take ADPO membership for free too!

13. I have not taken the DP Practitioner exam as I have a degree in law or similar. I have signed up for the ECDPO Programme will there be a fee for the exam?

Yes. Please mail training@ics.ie for more information.

14. The exam leading to European Certified DP Officer, what modules will the assessment questions be based on. For example, if I undertake Modules 1, 2, 3, 5, 6, 7 will the question only be based on these modules?

The scope of the assessment will be based only on the modules taken.

15. I completed an advanced module before the recent changes in regulations, is the content still the same or has it changed?

The content is constantly updated to reflect legislative changes.

16. If I want to complete the 8 modules do I have to pay extra?

Yes you will pay extra to complete all 8 modules. Please mail training@ics.ie for more information.

17. Which modules would you recommend me to undertake and in what sequence?

There is no particular order or sequence that can be recommended as long as the minimum requirements are met.

18. Do I have to complete the programme within a given time frame?

It is highly recommended that the time to complete the programme should not exceed 12 - 18 months.