Be GDPR Ready

Irish Computer Society Data Protection
Ireland’s Only Complete Data Protection Solution

All courses accredited by dpo.ie
Contents

We’ve got the solution for you..........................................................................................................1
European Certified Data Protection Officer (ECDPO).................................................................2
ECDPO 1 - Preparing for the EU General Data Protection Regulation
ECDPO 2 - Managing Subject Access Requests
ECDPO 3 - Data Protection Impact Assessment
ECDPO 4 - Managing a Data Breach
ECDPO 5 - How to conduct a Data Protection Audit
ECDPO 6 - Understanding Privacy by Design & Default
ECDPO 7 - Records & Policy Management
ECDPO 8 - Data Governance & Accountability

Certified Data Protection Practitioner Certificate (CDPP)............................................................4
GDPR & Data Protection Essentials Classroom & Live Online ......................................................5
Secure Data User Certification.........................................................................................................6
Staff Awareness Supports...............................................................................................................7
Consultancy Services....................................................................................................................8
GDPR Accelerator Workshop.........................................................................................................10
Data Protection Assessment Tool.................................................................................................11
Association of Data Protection Officers (ADPO) Membership....................................................12
Continuous Professional Development (CPD) for Data Protection Professionals.........................13

Data Protection Essentials

1. Secure User Certification
2. Data Protection Essentials
3. Certified Data Protection Practitioner
4. Certified Data Protection Officer
   - Responsible for Data Protection Policy & Procedures or accountable in the event of a data breach

Data Manager
- Responsible for the safety and/or security of information

Data Modifier
- Responsible for data transfer/input/analysis

Data User
- Accesses, uses or shares organisational information
We've got the solution for you

For over ten years, the Irish Computer Society has championed the field of data protection, set up the Association of Data Protection Officers (ADPO) and become the centre of excellence for data protection training and consultancy. Whatever your current level of Data Protection compliance, ICS can help your organisation plan a route to where you need to be.

<table>
<thead>
<tr>
<th>Ireland’s Only Complete Data Protection Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Services</td>
</tr>
</tbody>
</table>

Training

Classroom-based and online courses from data protection experts will help you stay compliant.

All training can be tailored to address the specific requirements and obligations of your organisation or industry. We can deliver this training on-site wherever suits you. Visit www.ics.ie/training

Consultancy Services

Our Data Protection Team can quickly and accurately assess your organisation’s level of data protection awareness and compliance.

We only employ acknowledged experts in the fields of data protection, data quality, information security and records management for our consultancy services. Mail us at consultancy@ics.ie

Membership of ADPO & ICS - CPD

**Gain** recognition of your experience and expertise in the area of data protection

**Network** with a wide range of professionals to share ideas, information and opportunities

**Access** member-only publications, videos and other resources

**Contribute** your voice to support Ireland’s future as a world-class centre of data protection

**Develop** yourself with our free CPD tracker and career goal planner CareerPlus

Annual Conference

Ireland’s data protection community gathers every January for a 2-day programme of informative workshops and presentations from some of Europe’s top data protection professionals. It’s the largest data protection event in Ireland and a must-attend event for your calendar.

Visit www.dpo.ie/conference to book now
European Certified Data Protection Officer (ECDPO)

Duration | 6 Days over a period of 6 months - 2 years
Cost | €788/€875 per day or €2965/€3295 for 6 days
CPD Points | 63
Venue | Dublin, Cork, Galway or on-site nationwide
Web | www.ics.ie/ecdpo

Become a fully certified Data Protection Officer

This programme has been designed to equip Data Protection Officers with the necessary skills and competencies to meet and maintain all aspects of Data Protection compliance.

Who should attend

The ECDPO programme is ideally suited to anyone in a Data Protection Officer role or those responsible for ensuring their organisation is compliant with data protection law. This includes data protection officers, IT managers or directors, human resources managers, heads of compliance, operations managers or risk managers, etc.

To attend, you will need a working knowledge of current Data Protection & Privacy legislation and to hold an accredited Data Protection Practitioner Certification.

How this course works

Candidates are required to complete 6 modules from a choice of 8 specially tailored Advanced Data Protection modules followed by an exam.

Benefits

This programme will enable you to fully meet the legislative requirements as a Data Protection Officer under GDPR. Increase you and your organisation’s confidence to:

• Protect and manage data
• Interpret legislation concerning data protection
• Implement a data protection framework within your organisation
• Design, complete and report on major data protection projects
• Justify the rationale behind data protection related recommendations
• Maintain, develop and apply Data Protection best practice

Successfully completing this course meets the knowledge requirement for entry to the Association of Data Protection Officers at the grade of Officer.

How to book

Book your place online at www.ics.ie/ecdpo or call us on 01 23 777 23
ECDPO 1 - Preparing for the EU General Data Protection Regulation

This course gives you detailed insight into GDPR including:
- Rights of the Data Subject, consent, codes of conduct, the role of the supervisory authority
- Legitimate business interest, data profiling and anonymisation, international data transfers
- Data breaches, infringements and penalties

ECDPO 2 - Subject Access Requests

This advanced course covers all aspects of Subject Access Requests:
- Responding to a request efficiently and your legal obligations
- How SARs have changed under GDPR

ECDPO 3 - Data Protection Impact Assessment (DPIA)

This advanced course outlines how to develop and implement a Data Protection/Privacy Risk Impact Assessment and:
- Monitor outcomes, identify and resolve issues early
- Reduce costs and mitigate reputational damage with risk-based approaches, error correction and more

ECDPO 4 - Managing a Data Breach

The likelihood of a data breach occurring only increases over time. Building contingency for a breach is an investment in the future safety of your organisation’s data & reputation. This course covers:
- Common causes of data breaches
- A process to follow in the event of occurrence

ECDPO 5 - How to conduct a Data Protection Audit

The ability to conduct your own Data Protection Audits is an invaluable skill when ensuring your organisation’s level of data protection compliance. This advanced course covers:
- Areas to monitor on a regular basis
- Readiness in the event of an audit by the Data Protection Commissioner

ECDPO 6 - Understanding Data Protection by Design & Default

This advanced course explains the concept of ‘Data Protection by Design & Default’ as well as:
- Safe development of data systems
- Your responsibilities to data subjects when developing products and services.

ECDPO 7 - Records & Policy Management

This advanced course will enable you to reduce storage costs by assessing the following elements:
- Records Management Audit
- Electronic Document and Records Management System

ECDPO 8 - Data Governance & Accountability

GDPR requires accountability and governance for organisations that process personal data. Organisations are required to process personal data lawfully and accurately in a transparent manner
**Certified Data Protection Practitioner Certificate (CDPP)**

- **Duration**: 3 Days
- **Cost**: Members €1777, Non-Members €1975
- **CPD Points**: 31.5
- **Venue**: Dublin, Cork, Galway or on-site nationwide
- **Web**: www.ics.ie/cdpp

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**Become a Certified Data Protection Practitioner**

Be confident that your organisation’s policies and procedures are legally compliant with data protection legislation by completing Ireland’s first certified Data Protection Practitioner programme.

**Who should attend**

Anyone who fulfils an information security or data protection role including secretaries, financial workers, project managers, health sector staff, customer support, etc.

If you require a highly detailed overview and analysis of what data protection is, this is the best course of its kind.

**What will you learn**

- Data protection principles, data types & how they fit into legislation
- How data protection principles work in practice
- Privacy through real world examples, what counts as private today
- Understand data protection roles within your organisation
- Exemptions from data protection legislation
- The role of the Data Protection Commissioner in enforcement

**Benefits**

- Make changes to your organisation’s data protection policies
- Remain competitive and compliant
- Increased confidence in your capability to protect and manage data
- Relatable, real-world examples to back up the theory
- Opportunity to discuss your own issues with the group

Successfully completing this course meets the knowledge requirement for entry to the Association of Data Protection Officers at the grade of Practitioner.

**How to book**

Book your place online at www.ics.ie/cdpp or call us on 01 23 777 23
Gain valuable insight into data protection and GDPR

This one-day introductory-level programme will help ensure your admin teams are compliant with current legislation and can identify their roles in maintaining GDPR compliancy.

Who should attend

Employees who are in regular contact with client or employee personal information, including:

- Admin staff, customer support, HR, accounts, frontline staff
- Line managers in admin, sales, marketing and HR
- Database administrators and document management staff

What you will learn

The syllabus will cover the rights of the individual balanced with the legitimate needs of business to process their information. Topics covered:

1. An overview of current Data Protection legislation
   - Rationale for Data Protection and legal frameworks
   - Definitions, key terms and principles
   - Data Controller & Data Processor obligations
   - Individual rights
   - Enforcement and the role of the Data Protection Commissioner

2. GDPR – what needs to be done
   - GDPR – The key changes
   - Planning for GDPR – 6 Steps To Heaven

Benefits

- Be better aware of the need for data protection legislation in Ireland
- Understand data protection laws
- Interpret & apply Ireland’s data protection acts in your own business

Delivery

Study live online from the comfort of your own home or office or in the classroom at ICS HQ, selected venues or on-site nationwide.

How to book

Book your place at ics.ie/dpec (classroom) or ics.ie/dpeo (online)
Are your users your greatest weakness?

Surveys of IT Managers and Data Protection Officers show that the most common cause of data and security breaches are the accidental and inadvertent actions of users*. No current technology can totally safeguard against user error.

Who should attend

This online certification is perfect for a wide variety of staff including: those working from home, admin & data entry teams, finance, marketing or PAs.

Teach your staff to protect your business from common threats and build their understanding of their important role in safeguarding your business.

What you will learn

Secure Data User Certification is triple accredited** and contains:

- IT Security Essentials - Protect against hacking and theft, and evaluate security products and solutions
- Data Protection Essentials - How GDPR & the Irish Data Protection Acts impact the way your staff must handle client information

Benefits

- Simple, fast and cost effective
- Maximum employee engagement
- A consistent standard for your company and employees
- Incontrovertible evidence if you are audited by the Data Protection Commissioner

Features

- Unlimited assessment tests to identify the staff most in need of help
- Unlimited practice tests to ensure staff can confidently sit the test
- eLearning, online assessment tools and certification
- Regular online webinar support from privacy and security experts

How to book

Just mail training@ics.ie or call 01 23 777 23.

*Annual Survey of the Association of Data Protection Officers 2012-2016
**Triple-accredited by the Irish Computer Society, the ECDL Foundation and the Association of Data Protection Officers, this award is recognised in over 100 countries.
Give all staff a basic awareness of data protection

Not everyone needs to be a data protection expert but everyone needs to know enough to keep themselves and their organisation safe.

Let us work with you to develop a plan to educate all staff on the importance of data protection in a language that everyone understands. Depending on your needs this may be in the form of information leaflets, online resources, tailored web content or video.

Who should attend

Everyone!

What you will learn

We will work with your communications and/or HR team to provide:
• A series of educational resources on data protection policy
• Explanation of the ‘Eight Rules of Data Protection’
• An introduction to GDPR

Benefits

• A workforce more aware of data protection basics
• Evidence of an ‘all-organisation approach’ to Data Protection awareness should you be subject to an external data protection audit
• Clarity on issues that need to be referred to your Data Protection Officer

How to book

Just mail training@ics.ie or call 01 23 777 23
Compliance Audits

Let us conduct an on-site review of your data protection structures and practices, including interviews with key staff and assessment of areas of compliance or concern.

We will produce a report for senior executives to highlight the level of Data Protection awareness in the organisation, identify good and bad practices throughout the organisation and provide a roadmap to compliance with recommendations for improvement.

ICS GDPR Readiness Audit

Achieve GDPR compliance with our readiness audit. GDPR could have a critical impact on your organisation’s ability to process data and manage information.

In response to a number of clients’ concerns regarding their readiness for the new regulations we offer this audit, including:

- 1 day on-site consultation - 3 interviews with data protection staff
- 1 day document review, report generation & interview transcription
- ½ day on site presenting your audit report & recommendations

Outsourced Data Protection Officer

Under GDPR it is now mandatory for public sector bodies and data-driven organisations to appoint a Data Protection Officer (DPO).

A DPO should manage the data processing activities of all data controllers within their corporate group e.g. HR, marketing, IT, business development. They should also be independent of these departments. Therefore you may need to source a new Data Protection Officer.

Our Outsourced Data Protection Officer Service provides:

- Crucial expertise
- An affordable alternative to employing a privacy expert
- An officer who will work directly with your leadership team
- Someone to answer your questions about data processing
Data Protection Impact Assessment

Under GDPR, organisations are required to conduct Privacy Risk Impact Assessments, particularly in situations where policies, procedures, and project initiatives will involve the collection, use, storage and disclosure of personal and special categories of data.

We can conduct a Privacy Risk Impact Assessment and produce a report that will identify and help reduce the risks associated with the processing of personal data. This will allow you to design efficient and effective processes in a manner that is compliant with the latest regulations.

Crisis Management

In the unfortunate event of a data loss incident we will provide expert and timely support and assistance. We can assist your organisation to fulfil its obligations, report on the incident, liaise with the regulatory authorities and to put structures in place to prevent a recurrence.

Records Management

We can conduct an on-site audit and produce a detailed report outlining whether your organisation’s records management policies and practices meet regulatory and legislative obligations. The report provides a detailed project plan to remedy any issues discovered.

Training Needs Analysis

Most data breaches are the result of human error so employee awareness of their responsibilities under the legislation is crucial. We can identify the gaps in their current level of awareness and offer advice on the best way to achieve staff awareness through the full range of our training courses.

Policy Creation, Review and/or Amendment

We will work with your organisation to review your business and data management processes and design a privacy policy that best fits your purposes.

Other Services Include:

- General advice on Data Protection compliance
- Data Protection overview for Senior Executives
- Tailored advice specific to your sector and company
GDPR Accelerator Workshop

GDPR is the law and your organisation needs to be ready. If you are behind in your preparations, it’s not too late to start.

Don’t get lost in the fog of legislation or the fear of not knowing where to start. We can help your organisation develop a roadmap to cover the most important aspects of GDPR readiness.

Who should attend
This workshop is for those responsible and accountable for the data in your organisation. Typical attendees include: IT managers, marketing managers, finance managers, service managers & CEO.

What you will learn
• Aims of GDPR – key changes to the law, preparation, sanctions
• Advice on conducting data audits
• An introduction to identifying and assessing common data risks
• Suggestions to review policies and process documentation
• Tips on raising awareness among your team of the new regulations
• How to keep the process going

Benefits
The first step to any project is coming up with a plan. This workshop will deliver a roadmap to give you the confidence to achieve GDPR compliance.

Workshop participants will know their key responsibilities under the legislation and their role in delivering your GDPR compliance plan.

How to book
To book a GDPR Accelerator workshop for your organisation simply mail training@ics.ie or call 01 23 777 23.
Still confused?  
Try our Data Protection Assessment tool  
to see where you need to start

- Does your organisation have a qualified person responsible for data protection?  
  - No: Train a staff member with the Data Protection Certification  
  - Yes: Is your Data Protection Officer trained and ready for GDPR?  
    - No: Train the Officer with the European Certified Data Protection Programme  
    - Yes: Have you made staff aware of their data protection responsibilities?  
      - No: Train staff with the Secure Data User Certification and/or Staff Awareness Supports  
      - Yes: Are your Data Protection policies and procedures fully compliant?  
        - No: Consider an internal data audit  
        - Maybe: Consider a free data protection consultation  
        - Yes: Consider our Crisis Management or Records Management services
Why Join ADPO?

Gain
recognition of your expertise and experience in the area of data protection

Network
Free-to-attend ADPO evening events, share ideas and opportunities with a wide network

Access resources
View past ADPO presentations online and gain access to a library of publications and resources

Contribute
your voice to support Ireland’s future as a world-class centre of information

Develop
yourself with our CareerPlus tool and up to 20% discount on training courses

Join now or find out more at www.dpo.ie/member

Our Annual Conference

Must-attend event for
your DP calendar

Ireland’s Data Protection community gathers every year for this 2-day programme which includes informative workshops and presentations from some of Europe’s top data protection professionals. It’s the largest data protection event in Ireland.

Book online at www.dpo.ie/conference

How to join

To become a member of ADPO or ICS, just visit our membership page: dpo.ie/member

You can apply online and it only takes a few minutes.
This points-based initiative is designed to help professionals at every career stage to record, track and share their improvements with other CPD participants.

The programme covers four types of CPD: formal, informal, non-formal, and contribution, each offering points for successful completion and verification of a task.

Whether you’re earning your degree, speaking at a conference or attending a charity event, why not get recognition for your commitment?

www.ics.ie/cpd

Start your CPD record with these courses:

European Certified Data Protection Officer Programme | CPD: 63
Certified Data Protection Practitioner Certificate | CPD: 31.5
GDPR & Data Protection Essentials | CPD: 10.5
Data Protection Essentials Online Classroom | CPD: 10.5
Secure Data User Certification | CPD: 6
Preparing for GDPR | CPD: 10.5
Subject Access Request Training under EU General Data Protection Regulation (SARs) | CPD: 10.5
Data Protection Impact Assessment (DPIA) | CPD: 10.5
Managing a Data Breach | CPD: 10.5
How to Conduct a Data Protection Audit | CPD: 10.5
Records and Policy Management | CPD: 10.5