

# CERTIFICATE IN DATA PROTECTION LEVEL 1: GDPR ESSENTIALS

Two-day course  
9.30am to 4.30pm, daily

Registration: €1,100

Delivered in Association with Castlebridge Associates



ICM

The Institute of Commercial Management

Training can take place in our offices in  
25 Mountjoy Square East,  
Dublin 1

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*This is more practical if you have a large group for training*

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call us on (01) 819 8500  
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## About the course

This course is intended to introduce the fundamentals of the GDPR. The comprehensive structured approach to training provides practical, in-depth understanding of the scope, core concepts, principles and requirements of the General Data Protection Regulation Topics covered will include:

- An overview of the GDPR
- Exploration of the core principles of the GDPR
- Legal grounds for processing
- Expanded rights and obligations
- Risk and governance principles in the GDPR
- Responsibilities of DPOs
- Cross-border data transfers
- The Accountability principle

## Assessment and Certification

This course is externally accredited by the Institute of Commercial Management (ICM). Attendees will receive an ICM Continuing Professional Development (CPD) Certificate upon successful completion of the course, including a single assessment following the taught aspect of the course.

## Trainer



Daragh O'Brien

Daragh O'Brien has almost seventeen years' experience in Data Quality and Data Governance roles across a variety of industries. He spent a number of years in roles with operational responsibility for Single View of Customer strategy and regulatory governance in the telecommunications sector. He is a strong strategic thinker, with a focus on improving how people in organisations can use data and information more effectively, as a way to improve the bottom line, society, and personal satisfaction. Daragh has contributed to Irish Government policy development on Data Protection and Data Governance, and Freedom of Information. He is also a regular media commentator in Ireland and internationally on data management-related issues.

## You might also be interested in...

Also in our suite of GDPR Training courses:

Certificate in Data Protection Level 2:  
*GDPR Advanced*

Certificate in Data Protection Level 1A:  
*Data Protection for Law Enforcement Functions*

# GDPR ESSENTIALS

## Timetable: Day one

Time	Unit	Learning Objectives
9.30am	Unit 1: Overview of current Data Protection Legislation in Ireland, including evolution of EU Data Protection law	<ul style="list-style-type: none"> <li>Learners will develop a common understanding of data protection law and principles</li> <li>Learners will establish a base from which to compare and explain changes in GDPR</li> <li>Learners will be able to identify current core concepts in data protection law and practice relevant to their organisation</li> <li>Learners will be able to discuss the evolution of Data Protection law in the EU</li> </ul>
11am	<b>Break</b>	
11.15am	Unit 2: Introducing the GDPR – Overview of core GDPR Concepts	<ul style="list-style-type: none"> <li>Learners will be able to identify the core elements of the GDPR</li> <li>Learners will be able to discuss the GDPR as a risk based approach to Data privacy regulation</li> <li>Learners will be able to relate GDPR principles to 'legacy' DPA concepts and will be able to discuss the GDPR as an evolution not a revolution</li> </ul>
12pm	Unit 3 – Key terms and terminology in the GDPR	<ul style="list-style-type: none"> <li>Learners will develop an understanding of core terminology in the GDPR, as influenced by CJEU case law</li> <li>Learners will be able to identify key changes in definitions between the GDPR and the 'legacy' Data Protection Acts and Directive</li> <li>Learners will be able to identify what is, or might be, personal data under the GDPR</li> <li>Learners will be able to demonstrate an understanding of the role of context in the interpretation of definitions under GDPR.</li> </ul>
1pm	<b>Lunch</b>	
2pm	Unit 4 – The role and powers of the Data Protection Commissioner under GDPR	<ul style="list-style-type: none"> <li>Learners will demonstrate an understanding of the role and powers of the DPC under GDPR</li> <li>Learners will demonstrate an understanding of the proposed structure of the ODPC under the Data Protection Bill 2017</li> <li>Learners will demonstrate an understanding of the Consistency Mechanism under GDPR</li> <li>Learners will demonstrate an understanding of the nature and structure of the European Data Protection Board and its role in Data Privacy regulation in Ireland under GDPR</li> <li>Learners will demonstrate an understanding of the DPC's role in consultation, privacy impact assessments, and other processes</li> <li>Learners will be able to explain the importance of the independence of the Data Protection Commissioner in the context of EU law and the adequacy of Ireland's Data protection regime</li> </ul>
2.45pm	Unit 5 – Sanctions and Penalties in the GDPR	<ul style="list-style-type: none"> <li>Learners will understand the sanctions regime in the GDPR</li> <li>Learners will be familiar with the range of offences under GDPR and how that compares to 'legacy' Data Protection Acts</li> <li>Learners will be familiar with the non-fines sanctions open to the Data Protection Commissioner</li> <li>Learners will be able to demonstrate an understanding of the mitigating factors that can be relied upon when engaging with the DPC on a complaint or an investigation</li> <li>Learners will be able to demonstrate an understanding of the civil liability for organisations arising from breaches of GDPR principles or data protection rights under GDPR.</li> <li>Learners will be able to discuss Personal Liability for Directors, Officers, and Managers under the Data Protection Bill 2017</li> </ul>
3.30pm	<b>Break</b>	
3.45	Unit 6 – Data Governance and Risk for GDPR – an Introduction	<ul style="list-style-type: none"> <li>Learners will demonstrate an understanding of core Data Governance concepts</li> <li>Learners will be able to demonstrate an understanding of Risk and Risk Management</li> <li>Learners will be able to define the concept of "risk" in the context of data privacy</li> <li>Learners will be able to discuss the concept of "data privacy risk" in the context of impacts on other fundamental rights and freedoms</li> </ul>

Time	Unit	Learning Objectives
9.30am	Unit 7: GDPR Principles – a detailed overview	<ul style="list-style-type: none"> <li>Learners will be given a detailed overview of the core principles of GDPR               <ul style="list-style-type: none"> <li>Fair, Lawful, Transparent                   <ul style="list-style-type: none"> <li>Understanding lawful processing conditions for Personal Data</li> <li>Understanding lawful processing conditions for Special Categories of personal data</li> </ul> </li> <li>Public Authorities and legitimate interest</li> </ul> </li> <li>Purpose Limitation</li> <li>Data Minimisation</li> <li>Accuracy</li> <li>Storage Limitation</li> <li>Integrity &amp; Confidentiality</li> </ul> <ul style="list-style-type: none"> <li>Learners will be able to discuss the relationship between key principles</li> <li>Learners will be able to discuss the similarities and differences between GDPR requirements and requirements under 'legacy' Data Protection legislation</li> <li>Learners will be able to describe the concepts behind the Accountability principle</li> </ul>
11am	<b>Break</b>	
11.15am	Unit 8: Data Subject Rights in GDPR	<ul style="list-style-type: none"> <li>Learners will identify the key rights of Data Subjects under GDPR</li> <li>Learners will be able to identify the key changes in rights and the requirements for compliance with data subject rights under GDPR.               <ul style="list-style-type: none"> <li>Right of Access</li> <li>Right of Rectification</li> <li>Right of Erasure</li> <li>Right of Data Portability</li> <li>Rights in relation to Data Profiling and automated decision making</li> <li>Right to Restrict Processing</li> <li>Right to Object to Processing</li> <li>Right to an effective Judicial Remedy</li> </ul> </li> </ul>
12pm	Unit 9 – The role of the Data Protection Officer	<ul style="list-style-type: none"> <li>Learners will develop an understanding of the role of the Data Protection Officer</li> <li>Learners will be able to identify the appropriate level in their organisation for the DPO function</li> <li>Learners will understand the core tasks and activities of the DPO</li> <li>Learners will understand the requirements for independence of the DPO in the organisation</li> <li>Learners will be able to explain the key tests for appointing a DPO.</li> </ul>
1pm	<b>Lunch</b>	
2pm	Unit 10 – Understanding Article 30 of the GDPR and documentation of processing activities	<ul style="list-style-type: none"> <li>Learners will be able to demonstrate an understanding of Article 30 of the GDPR</li> <li>Learners will be able to discuss the role of Article 30 as a key element of the GDPR governance and risk management function of the organisation</li> <li>Learners will be able to demonstrate an understanding of Processing Activities, Registers of Processing Activities</li> <li>Learners will be able to discuss the relationship between Article 30 and other key obligations under GDPR</li> </ul>
2.45pm	Unit 11 – Introduction to Privacy by Design	<ul style="list-style-type: none"> <li>Learners will be able to demonstrate an understanding of Privacy by Design/Privacy by Default concepts</li> <li>Learners will be able to identify how to apply Privacy by Design principles in projects and processes in their organisations</li> <li>Learners will be able to demonstrate an understanding of the difference between Privacy by Design and Privacy Engineering</li> <li>Learners will be able to discuss the relationship between Privacy by Design concepts and the core principles of GDPR</li> </ul>
3.30pm	<b>Break</b>	
3.45	Unit 12 – Introduction to Privacy Impact Assessments	<ul style="list-style-type: none"> <li>Learners will be able to explain when organisations should conduct PIAs under GDPR</li> <li>Learners will be able to identify the key elements of a Privacy Impact Assessment and what should be included in the assessment</li> <li>Learners will be able to demonstrate an understanding of models for the conduct of Privacy Impact Assessments</li> <li>Learners will be able to discuss PIAs as a Risk Management tool</li> </ul>