



GDPR Operational Compliance and Accountability Training Course

GDPR Operational Compliance and Accountability Training Course

Overview

GDPR Operational Compliance and Accountability Training Course is a one-week intermediate course for privacy, compliance, governance, process, legal operations, and information security functions who leave with a GDPR Operations and Evidence Pack. Participants convert regulatory duties into processing records, lawful-basis decisions, notices, rights workflows, processor controls, transfer assessments, retention rules, DPIAs, incident coordination, and assurance evidence. The course separates legal interpretation from repeatable operational responsibilities. Agile Leaders Training Center develops practical GDPR accountability capability.

Who Should Attend

- Privacy functions responsible for governance, advice, records, rights, and assurance
- Compliance and risk functions responsible for control design, monitoring, and evidence
- Business process functions responsible for personal-data collection, use, sharing, and retention
- Legal operations functions responsible for requirements, contracts, and escalation coordination
- Information security functions responsible for safeguards, incidents, and breach evidence
- Procurement and vendor functions responsible for processors and international data flows

The course assumes participants already support processes involving personal data, and leaves out legal representation, regulator-specific case strategy, technical penetration testing, and certification examination preparation.

Departments and Industries

The course supports departments and industries that need structured evidence of personal-data governance and operational control.

- Privacy, compliance, risk, audit, legal operations, and corporate governance
- Information security, technology governance, data management, procurement, and vendor oversight
- Human resources, marketing, customer operations, finance, and product management
- Financial services, healthcare, technology, retail, telecommunications, and professional services
- Manufacturing, logistics, hospitality, education, and public-service organizations

Learning Objectives

By the end of this course, participants will be able to:



- Apply GDPR principles to operational processing decisions
- Build records of processing and accountability evidence
- Evaluate lawful bases, transparency, and retention controls
- Manage data-subject rights and processor obligations
- Analyze DPIA, transfer, and breach-response requirements
- Build a GDPR Operations and Evidence Pack

Course Agenda

Day 1: Establish GDPR Governance and Processing Records

- GDPR Scope and Responsibility Map
- Controller, Joint Controller, and Processor Decision Guide
- Personal Data and Processing Inventory
- Record of Processing Activities Template
- Accountability Roles and Evidence Register

Day 2: Control Lawful Processing and Transparency

- Processing Principle Assessment
- Lawful Basis Decision Record
- Special-Category Data Condition Check
- Privacy Notice Content and Timing Review
- Purpose Change and Data Minimization Test

Day 3: Manage Rights, Retention, and Processors

- Data Subject Rights Intake and Verification Workflow
- Search, Review, Redaction, and Response Log
- Retention and Secure Disposal Schedule
- Processor Due Diligence and Contract Checklist
- Subprocessor and International Transfer Register

Day 4: Assess Design, Risk, and Incidents

- Data Protection by Design Control Review
- DPIA Screening and Assessment Template
- Necessity, Proportionality, and Risk Analysis
- Personal Data Breach Triage Matrix
- Notification Decision and Incident Evidence Record



Day 5: Test GDPR Compliance and Accountability

- Operational Control Testing Plan
- Compliance Exception and Remediation Register
- Exercise: Build a Processing Accountability File
- Exercise: Coordinate a Rights Request and Breach
- Capstone: GDPR Operations and Evidence Pack

Practical Exercises

The course uses suggested activities based on customer, workforce, supplier, digital-service, and cross-border processing scenarios.

- Suggested activity: classify processing roles, document purposes and data flows, and complete a record of processing.
- Suggested activity: assess lawful bases, special-category conditions, notices, minimization, and retention controls.
- Suggested activity: screen a proposed process for a DPIA and record necessity, proportionality, risks, and measures.
- Suggested activity: coordinate a rights request and breach scenario, document decisions, and assemble assurance evidence.

FAQs

Who suits GDPR operational compliance training, and what does it assume?

Privacy, compliance, governance, process, legal operations, security, procurement, and vendor functions suit the training; it assumes practical familiarity with organizational processes that collect or use personal data.

How does operational GDPR compliance differ from legal advice?

Operational compliance turns defined requirements into roles, records, workflows, checks, and evidence. Legal advice interprets obligations for specific facts, jurisdictions, disputes, or regulatory decisions and remains outside the course.

What belongs in a record of processing activities?

A processing record should identify purposes, data and individual categories, recipients, transfers, retention, safeguards, accountable functions, systems, processors, and supporting decisions, with enough context for review and maintenance.

When should an organization conduct a DPIA?

An organization should screen new or changed processing and conduct a DPIA where it is likely to create high risk to individuals, documenting context, necessity, proportionality, risks, measures, consultation, approval, and review.

What evidence supports GDPR accountability?

Useful evidence includes inventories, processing records, lawful-basis decisions, notices, consent records, rights logs, retention schedules, processor reviews, transfer assessments, DPIAs, security controls, incident decisions, training records, tests, exceptions, and remediation.

Conclusion

Participants take back a GDPR Operations and Evidence Pack containing governance maps, processing records, decision logs, transparency reviews, rights workflows, retention schedules, processor checks, transfer registers, DPIAs, incident records, and control tests. It connects regulatory requirements to accountable operational work. The pack gives teams a repeatable structure for decisions, escalation, evidence, monitoring, and improvement.



Training Course Categories

Agile PM and Project Management Training Courses

Agribusiness & Food Security Training Courses

Certified Courses By International Bodies

Communication and Public Relations Training Courses

Crisis Management and Business Continuity Training Courses

Data Analytics Training and Data Science Courses

Digital Government & Public Service Training Courses

Education and Learning Development Training Courses

Environment & Sustainability Training Courses

Facilities and Real Estate Training Courses

Finance and Accounting Training Courses

Governance, Risk and Compliance Training Courses

Healthcare Management Training Courses

Heritage Conservation and Museum Management Training Courses

Hospitality and Tourism Training Courses

Human Resources Training and Development Courses

IT Security Training & IT Training Courses

Leadership and Management Training Courses

Legal Training, Procurement and Contracting Courses

Maintenance Training and Engineering Training Courses

Marketing, Customer Relations, and Sales Courses

NGO, Humanitarian and Development Management Training Courses

Occupational Health, Safety and Security Training Courses

Oil & Gas Training and Other Technical Courses

Personal & Self-Development Training Courses

Quality and Operations Management Training Courses



Training Course Categories

Secretarial and Administration Training Courses

Shipping, Maritime and Ports Training Courses



Training Cities

Abu Dhabi UAE	Accra Ghana	Amman Jordan
Amsterdam Netherlands	Athens Greece	Baku Azerbaijan
Bali Indonesia	Bangkok Thailand	Barcelona Spain
Berlin Germany	Cairo Egypt	Cape town South Africa
Casablanca Morocco	Chicago USA	Doha Qatar
Dubai UAE	Frankfurt Germany	Geneva Switzerland
Istanbul Turkey	Jakarta Indonesia	Johannesburg South Africa
Kuala Lumpur Malaysia	Kuwait Kuwait	Langkawi Malaysia
Lisbon Portugal	London UK	Madrid Spain
Manama Bahrain	Marbella Spain	Milan Italy
Montreux Switzerland	Munich Germany	Muscat Oman
Nairobi Kenya	New York USA	Nice France

Training Cities

Paris

France

Phuket

Thailand

Port Louis

Mauritius

Porto

Portugal

Prague

Czech Republic

Rome

Italy

San Diego

USA

Seoul

South Korea

Sharm El-Sheikh

Egypt

Singapore

Singapore

Tashkent

Uzbekistan

Tbilisi

Georgia

Tokyo

Japan

Toronto

Canada

Trabzon

Turkey

Vienna

Austria

Zanzibar

Tanzania

Zoom

Online Training

Zurich

Switzerland