Mastering the Role of Data Protection Officer (DPO)

28 March – 1 April 2027
Geneva

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Ref: 36334_96078 **Date:** 28 March – 1 April 2027 **Location:** Geneva **Fees:** 6200 Euro

Course Overview:

The course provides complete knowledge and practical skills for aspiring Data Protection Officers DPOs or professionals seeking to enhance their expertise in GDPR compliance. It covers the essential role of the DPO, their responsibilities, appointing and designating a DPO, and monitoring GDPR. Emphasis is placed on CNIL support for DPOs and legal obligations. The course ensures participants are well-equipped to handle the evolving landscape of data protection, including internal vs. external DPO roles, shared DPO responsibilities, and compliance tools tailored to organizational needs.

Target Audience:

- Data Protection Officers DPOs
- Compliance Officers
- IT Security Managers
- Legal and Regulatory Affairs Managers
- Data Privacy Consultants
- HR Managers dealing with data protection
- Business Leaders seeking GDPR compliance expertise

Targeted Organizational Departments:

- Legal and Compliance
- IT and Information Security
- Human Resources
- Risk Management
- Data Protection and Privacy

Targeted Industries:

- Healthcare
- Finance & Banking
- E-commerce
- Government Agencies
- Telecommunications

Course Offerings:

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

- Understand the role of the Data Protection Officer DPO and their advisory responsibilities.
- Navigate the GDPR compliance process and ensure proper documentation of data processing.
- Learn the process of appointing and designating a DPO, whether internal or external.
- Use effective compliance tools and DPO resources to support their organization.
- Monitor and maintain GDPR compliance across various departments.
- Handle CNIL data protection standards and manage legal obligations tied to the DPO role.

Training Methodology:

This course uses various engaging training methods to ensure that participants understand the detailed aspects of the DPO role. It includes case studies, group discussions, role-playing exercises, and interactive sessions focused on the practical application of data protection.

Course Toolbox:

- ebooks.
- DPO designation factsheets and templates for data processing monitoring.
- Online resources and checklists on data protection compliance.
- A template for DPO mission statement and role definition within organizations.

Course Agenda:

Day 1: Introduction to Data Protection and the Role of the DPO

- **Topic 1:** Foreword: Understanding the Importance of Data Protection
- **Topic 2:** What Are the CNIL's Missions?
- **Topic 3:** The Role of the DPO: Overview and Key Responsibilities
- **Topic 4:** Advising and Supporting the Organization in GDPR Compliance
- **Topic 5:** Monitoring the Effectiveness of GDPR Compliance Rules
- **Topic 6:** Being the Organization's Point of Contact on GDPR Matters
- **Reflection & Review:** Recap of CNIL's Mission and the DPO's Role in Organizations

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Day 2: Designating a Data Protection Officer DPO

- **Topic 1:** Ensuring the Documentation of Data Processing for GDPR Compliance
- **Topic 2:** Factsheet 1: In Which Cases Should a DPO Be Appointed?
- **Topic 3:** Factsheet 2: Who Can Be Designated as a DPO?
- **Topic 4:** Factsheet 3: Internal or External DPO - How to Make the Decision?
- **Topic 5:** Factsheet 4: The Process of Appointing a DPO
- **Topic 6:** Best Practices for DPO Appointment in Different Organizations
- **Reflection & Review:** Reviewing the Process of DPO Designation and Key Appointment Factors

Day 3: Performing the Function of the DPO

- **Topic 1:** Factsheet 5: What Resources Should Be Allocated to the DPO?
- **Topic 2:** Factsheet 6: Understanding the Legal Status of the DPO
- **Topic 3:** Factsheet 7: Managing DPO Replacement, Leave, or Departure
- **Topic 4:** How to Support the DPO in Performing Their Functions Effectively
- **Topic 5:** Ensuring Continuous GDPR Monitoring and Oversight
- **Topic 6:** Managing Data Protection Compliance Across Different Departments
- **Reflection & Review:** Evaluating the Performance of DPOs and Their Impact on GDPR Compliance

Day 4: CNIL Support for DPOs and Compliance Tools

- **Topic 1:** How Does the CNIL Support DPOs? Overview of Available Tools
- **Topic 2:** Tools for Training DPOs: Resources and Programs
- **Topic 3:** Tools for Finding GDPR Compliance Answers
- **Topic 4:** DPO Compliance Tools: Ensuring Continuous Data Protection
- **Topic 5:** FAQ: What Does the Designation of a DPO Bring to My Organization?
- **Topic 6:** How to Use CNIL Resources to Strengthen Your DPO Team
- **Reflection & Review:** Reviewing CNIL's Role in Supporting Data Protection Officers

Day 5: Implementing Best Practices and Appendices for DPOs

- **Topic 1:** Appendix 1: Key Questions to Ask When Appointing a DPO
- **Topic 2:** Appendix 2: DPO Mission Statement Template for Organizations
- **Topic 3:** Appendix 3: The DPO Designation Form: How to Use It
- **Topic 4:** Appendix 4: Glossary of Essential Terms for DPOs
- **Topic 5:** How to Train a DPO: Best Practices for Continuous Learning
- **Topic 6:** Long-Term Strategies for Sustaining GDPR Compliance
- **Reflection & Review:** Final Reflection on the Role of the DPO and Course Review

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How This Course is Different from Other DPO Courses:

What sets this course apart from similar programs is its focus on practical application and complete GDPR compliance. While other courses may only cover theoretical aspects, this course dives deep into the operational responsibilities of the DPO, from the appointment process to daily GDPR monitoring. It also emphasizes hands-on training through case studies, role-playing exercises, and real-time use of DPO support tools. Participants will leave with a practical understanding of how to handle data protection documentation, manage internal vs external DPO challenges, and navigate CNIL's regulatory framework. This course is designed for real-world implementation, offering unique insights into DPO legal obligations and the continuous support needed to ensure data privacy compliance.