

GDPR FOUNDATION AND PRACTITIONER CERTIFICATION

As per International Standards



UNICHROME

Unichrone Training **Advantages**

- ✓ 4 Day Interactive Instructor –led Online/Classroom or Group Training
- ✓ Course study materials designed by subject matter experts
- ✓ Mock Tests to prepare in a best way
- ✓ Highly qualified, expert & accredited trainers with vast experience
- ✓ Enrich with Industry best practices and case studies and present trends
- ✓ GDPR Foundation and Practitioner Training Course adhered with International Standards
- ✓ End-to-end support via phone, mail, and chat
- ✓ Convenient Weekday/weekend GDPR Foundation and Practitioner Training Course schedule



About Unichrone

- ✓ We are a professional training institute with an extensive portfolio of professional certification courses. Our training programs are meant for those who want to expand their horizons by acquiring professional certifications across the spectrum. We train small- and medium-sized organizations all around the world, including in USA, Canada, Australia, UK, Ireland and Germany.



Guaranteed Quality



Handpicked Trainers



Global Presence



Online Training Option

We've trained professionals across global companies

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Importance of GDPR Foundation and Practitioner Training

- ✓ EU GDPR Foundation and Practitioner Certificate demonstrates candidate's thorough comprehension of the fundamental concepts, terminologies, and regulations of the GDPR. It also shows their advanced ability to oversee and manage GDPR compliance within a company. This opens up career opportunities in data protection, privacy, compliance, and related fields. Having this accreditation can also help them gain higher salaries and credibility. It provides participants with strategic insights on key concepts and terminologies related to data protection.
- ✓ GDPR Training Course improves the skills and consciousness of individuals in GDPR and personal information. Individuals attain a sound understanding of demonstrating compliance and more about data breaches and incident responses. They gain an ingrained understanding of the principle roles of data protection officers and the difference between the Data Protection Act and GDPR. This GDPR Compliance Training focuses on handling subject access requests and data subject rights.

ELIGIBILITY CRITERIA

- ✓ Aspirants need not meet any requirements to pursue GDPR Foundation and Practitioner Training Course. However, having prior knowledge is beneficial.

WHO SHOULD ATTEND

- ✓ Any individual who wants to gain skills to understand GDPR can enroll in the GDPR Foundation and Practitioner Training course.

GDPR FOUNDATION AND PRACTITIONER CERTIFICATION ADVANTAGES



CERTIFIES
YOUR TALENT



HELPS
BUILDING
VALUES



GLOBAL
RECOGNITION



PERFECT
EXECUTION



BUILDS
CUSTOMER
LOYALTY



MORE
EMPLOYABILITY
OPTIONS

Syllabus of GDPR Foundation and Practitioner Training

Lesson 01 – Introduction to the GDPR

1.	GDPR in a Nutshell
2.	Generate Customer Confidence
3.	Focus of GDPR
4.	What is Personal Information?
5.	Who has PII?
6.	Lawful Processing of Personal Data

Lesson 02 – Binding Corporate Rules

1.	Introduction
2.	Scope
3.	UK ICO's View of the Scope
4.	Processing GDPR Definition
5.	Who Processes PII?
6.	What is Special Data?
7.	Legal Framework
8.	Timeline and Derogations
9.	Some Key Areas for Derogation
10.	Data Breaches/Personal Data Breach
11.	Consequences of Failure
12.	Governance Framework

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Lesson 03 – GDPR Terminology and Techniques

1.	Key Roles
2.	Data Set
3.	Subject Access Request (SAR)
4.	Data Protection Impact Assessments (DPIA)
5.	What Triggers a Data Protection Impact Assessment?
6.	DPIA is Not Required
7.	Processes to be Considered for a DPIA
8.	Responsibilities
9.	DPIA Decision Path
10.	DPIA Content
11.	How Do I Conduct a DPIA?
12.	Signing Off the DPIA
13.	Mitigating Risks Identified by the DPIA
14.	Privacy by Design and Default
15.	External Transfers
16.	Profiling
17.	Pseudonymization
18.	Principles, User Rights, and Obligations
19.	One Stop Shop

Lesson 04 – Structure of the Regulation

1.	Parts of the GDPR
2.	Format of the Articles
3.	Articles

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Lesson 05 – Principles and Rights

1.	Introduction
2.	Legality Principle
3.	How the Permissions Work Together?
4.	Lawfulness of Processing Conditions
5.	Lawfulness for Special Categories of Data
6.	Criminal Offence Data
7.	Consent
8.	Transparency Principle
9.	Fairness Principle
10.	Rights of Data Subjects
11.	Purpose Limitation Principle
12.	Minimization Principle
13.	Accuracy Principle
14.	Storage Limitation Principle
15.	Integrity and Confidentiality Principle
16.	Accountability Principle

Lesson 06 – Demonstrating Compliance

1.	Demonstrating Compliance with the GDPR
2.	Impact of Compliance Failure
3.	Administrative Fines
4.	What Influences the Size of an Administrative Fine?
5.	Joint Controllers
6.	Processor Liability Under GDPR
7.	Demonstrating Compliance
8.	Protecting PII is Only Half the Job
9.	What must be Recorded?
10.	Additional Ways of Demonstrating Compliance
11.	Demonstrating a Robust Process
12.	PIMS (Personal Information Management System)
13.	Cyber Essentials
14.	ISO 27017 Code of Practice for Information Security Controls
15.	Risk Management

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Lesson 07 – Incident Response and Data Breaches

1.	What is a Personal Data Breach?
2.	Notification Obligations
3.	What Breaches Do I Need to Notify the Relevant Supervisory Authority About?
4.	What Information Must Be Provided to the SA?
5.	How do I Report a Breach to the SA?
6.	Notifying Data Subjects
7.	What Should I do to Prepare for Breach Reporting?
8.	Updating Policies and Procedures
9.	Breach Reporting and Responses
10.	Ways to Minimize the Breach Impact

Lesson 08 – Understanding the Principle Roles

1.	What does the GDPR Makes Businesses Responsible For?
2.	Difference Between a Data Controller and a Data Processor
3.	How the Roles Split?
4.	Controllers and Processors
5.	Main Obligations of Data Controllers
6.	Demonstrate Compliance
7.	Joint Controllers and EU Representative
8.	Controller-Processor Contract
9.	Maintain Records and Keeping Records for Small Businesses
10.	Cooperation with Supervisory Authorities
11.	Keeping PII Secure
12.	Data Breach Transparency
13.	Role of the Data Processor
14.	Controller-Processor Contract
15.	Main Obligations of the Processor
16.	Perform Only the Data Processing Defined by the Data Controller
17.	Update the Data Controller
18.	Sub-Process or Appointment
19.	Keep PII Confidential
20.	Maintaining Records
21.	Cooperate with Supervisory Authorities
22.	Security
23.	Appoint a DPO – If Necessary

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Lesson 09 – Role of the DPO

1.	Role of a Data Protection Officer
2.	Involvement of the DPO
3.	Main Responsibilities of the DPO
4.	Working Environment for the DPO
5.	Must We Have A DPO?
6.	Public Body
7.	What does Large Scale mean?
8.	Systematic Monitoring
9.	Who Can Perform the Role of DPO?
10.	Skills Required
11.	Monitoring Compliance
12.	Training and Awareness
13.	Data Protection Impact Assessments (DPIAs)
14.	Risk-Based Approach
15.	Business Support for the DPO
16.	DPO Independence
17.	DPO – Conflict of Interest

Lesson 10 – UK Implementation

1.	Key Differences Between the Data Protection Act and the GDPR
2.	Highlights from the Data Protection Bill
3.	Definition of Controller
4.	Health, Social Work, Education, and Child Abuse
5.	Age of Consent
6.	Exemptions for Freedom of Expression
7.	Research and Statistics
8.	Archiving in the Public Interest

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Lesson 11 – Key Features

1.	Specific Permission
2.	Privacy by Design
3.	Data Portability
4.	Right to be Forgotten
5.	Definitive Consent
6.	Information in Clear Readable Language
7.	Limits on the Use of Profiling
8.	Everyone Follows the Same Law
9.	Adopting Techniques

Lesson 12 – Subject Access Requests and How to Deal with them?

1.	Subject Access Requests (SAR)
2.	Dealing with SAR
3.	Recognize the Request
4.	Understand the Time Limitations
5.	Dealing with Fees and Excessive Requests
6.	Identify, Search, and Gather the Requested Data
7.	Learn about What Information to Withhold
8.	Developing and Sending a Response

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Lesson 13 – Data Subject Rights

1.	Must I Always Obey a Right?
2.	Rights and Third Parties
3.	Requests Made on Behalf of Other Data Subjects
4.	Guidelines for Children's Maturity
5.	Responding to a Rights Request
6.	What is a Month?
7.	Rights Request Flow Chart
8.	Right to be Informed
9.	When Should Information Be Provided?
10.	Best Practice Guidance
11.	Right of Access
12.	Right to Rectification
13.	Right to Erasure
14.	When can I Refuse to Comply with a Request for Erasure?

Lesson 13 – Data Subject Rights Contd.

1.	Erasing Children's Data
2.	Right to Restrict Processing
3.	When Processing Should be Restricted?
4.	Protecting PII
5.	Other Issues about Restricting Processing
6.	Right to Data Portability
7.	Right to Object
8.	Complying with the Right to Object
9.	Rejecting the Right to Object
10.	Processing for Direct Marketing Purposes
11.	Processing for Research Purposes
12.	Rights Related to Automated Decision Making and Profiling
13.	When does the Right not apply?

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Lesson 14 – Subject Access Requests

1.	Provenance
2.	Overview: SARs
3.	SAR is an Activity, Not a Title
4.	How can a SAR be Submitted?
5.	What Information Should the Response to a SAR Contain?
6.	Additional Information
7.	Replying to a SAR
8.	Confirming a Data Subject's Identity
9.	Scope
10.	Electronic Records
11.	Non-Electronic Records
12.	SARs Involving 3rd Party PII
13.	Fees
14.	Refusing a Subject Access Request
15.	Access Requests from Employees
16.	Credit Reference Agencies
17.	Best Practice for SARs

Lesson 15 – Lawful Processing

1.	Lawful Processing: A Reminder
2.	User Rights Change Depending on the Justification
3.	Lawfulness of Processing Conditions
4.	Lawfulness for Special Categories of Data
5.	UK ICO Tool
6.	Consent
7.	Key Points About Consent
8.	Affirmative Action and Explicit Consent
9.	Introduction of Affirmative Action
10.	What is Not Affirmative Action?
11.	Examples of Affirmative Action from the ICO
12.	Introduction of Explicit Consent
13.	Explicit Statement
14.	Obtaining Explicit Consent
15.	Lawful Processing: A Reminder

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Lesson 15 – Lawful Processing Contd.

1.	ICOs View of a Poor Form of Explicit Consent
2.	Obtaining Consent for Scientific Research Purposes
3.	Getting Consent
4.	What Should Go into the Consent Request?
5.	Consent Granularity
6.	Right to Withdraw Consent
7.	Children
8.	Consent Records
9.	ICOs Examples of Record Keeping
10.	Key Points When Establishing Consent
11.	Legitimate Interests
12.	Getting the Balance Right
13.	Consent or Legitimate Interest?
14.	What Lawful Basis Can be Used for Processing Marketing PII?

Lesson 16 – Third Country Data

1.	Cross Border Transfers
2.	Transfer Mechanisms
3.	Derogations
4.	Adequacy
5.	Adequate Ways to Safeguard Transfers of PII
6.	Consent
7.	One-Off or Infrequent Transfers
8.	Who is Responsible?
9.	Transferring PII Between EEA Members
10.	Adequate Countries Outside of the EEA
11.	Binding Corporate Rules (BCR)
12.	What a BCR Must Cover?
13.	Authorization for BCRs
14.	EU-US Privacy Shield
15.	Privacy Shield Overview
16.	Privacy Shield: Mechanics
17.	Model Clauses
18.	Public Authority Agreements

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Lesson 17 – Introduction to Protecting Personal Data

1.	Need to Secure
2.	What is Appropriate?
3.	Protecting PII – 3 Key Areas
4.	Coverage
5.	Defensive Design
6.	Single Point of Failure (SPOF)
7.	Incident Response
8.	Data Breach Reporting Requirements
9.	Incident Response Team

Lesson 18 – Data Protection Impact Assessments (DPIA)

1.	Introduction
2.	What Triggers a Data Protection Impact Assessment?
3.	Cases Where DPIA is Not Required
4.	Benefits of DPIA
5.	Processes to be Considered for a DPIA
6.	Responsibilities
7.	DPIA Decision Path
8.	DPIA Content
9.	How Do I Conduct A DPIA?
10.	Signing Off the DPIA
11.	Mitigating Risks Identified by the DPIA

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Lesson 19 – Need Want Drop

1.	Overview
2.	Need-Want-Drop: Concept Diagram
3.	Need-Want-Drop: Categorizing Data
4.	Need/Want/Drop Methodology

Lesson 20 – Dealing with Third Parties and Data in the Cloud

1.	What is Cloud Computing?
2.	Myths of Cloud
3.	Cloud Challenges
4.	Controller-Processor Contract
5.	Checklist
6.	Data Controller – Summary

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Lesson 21 – Practical Implications: GDPR

1.	Brexit and its Impact on the GDPR
2.	Adequacy
3.	What does this Mean in Practice?
4.	EU and UK Representatives
5.	Exemption Rule
6.	One-Stop Shop

Lesson 22 – Legal Requirements of the GDPR

1.	Lawful, Fair, and Transparent Processing
2.	Limitation of Purpose, Data and Storage
3.	Data Subject Rights
4.	Consent
5.	Personal Data Breaches
6.	Privacy by Design
7.	Data Protection Impact Assessment
8.	Data Transfers
9.	Data Protection Officer
10.	Awareness and Training

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Lesson 23 – Privacy Principles in GDPR

1.	Lawfulness, Fairness, and Transparency
2.	Purpose Limitation
3.	Data Minimization
4.	Accuracy
5.	Storage Limitation
6.	Integrity and Confidentiality

Lesson 24 – Common Data Security Failures, Consequences

1.	Common Data Security Failures
2.	Consequences
3.	Fines Relating to Data Breaches
4.	Litigation from Customers Relating to Data Breaches
5.	Directors, Officers, and Professional Advisors
6.	Reputational Damage

Exam Format of GDPR Foundation and Practitioner Certification

Examination Format	
Exam Name	GDPR Foundation and Practitioner Exam
Exam Format	Multiple Choice
Total Questions & Duration	20 Questions, 2 Hour
Passing Score	Minimum passing score of 70%
Exam Cost	Included in training fee

To get you fully prepared with the knowledge and skills for GDPR Foundation and Practitioner, a training session at Unichrone gives immense importance to mock questions at the end of every module and problem-solving exercises within the session. Prepared by certified faculty, the practice tests are a true simulation of the GDPR Foundation and Practitioner exam.

Contact Us

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