Program Methodology

Interactive Lectures Focussed Through Microsoft Teams Communication Platform And PowerPoint Presentations

Course Notes, Best Practices And Experience Sharing

Learning Assessments

Participant Discussion, Constructive Feedback Through Facilitator Interaction

Course Overview

Respect for fundamental rights, such as the right to the protection of one's personal data, affects everyone.

The extent to which measures must be taken to protect personal data against misuse or improper use depends on the information, the amount of data, the purpose of the processing, the processing methods and the eco-system surrounding the processing of the information.

The Personal Data Protection Act 2010 (PDPA) has imposed many new obligations on organisations that process personal data.

An audit will assess whether your organisation is meeting these obligations.

Additional factors such as technological developments, social and personal vision also plays a role.
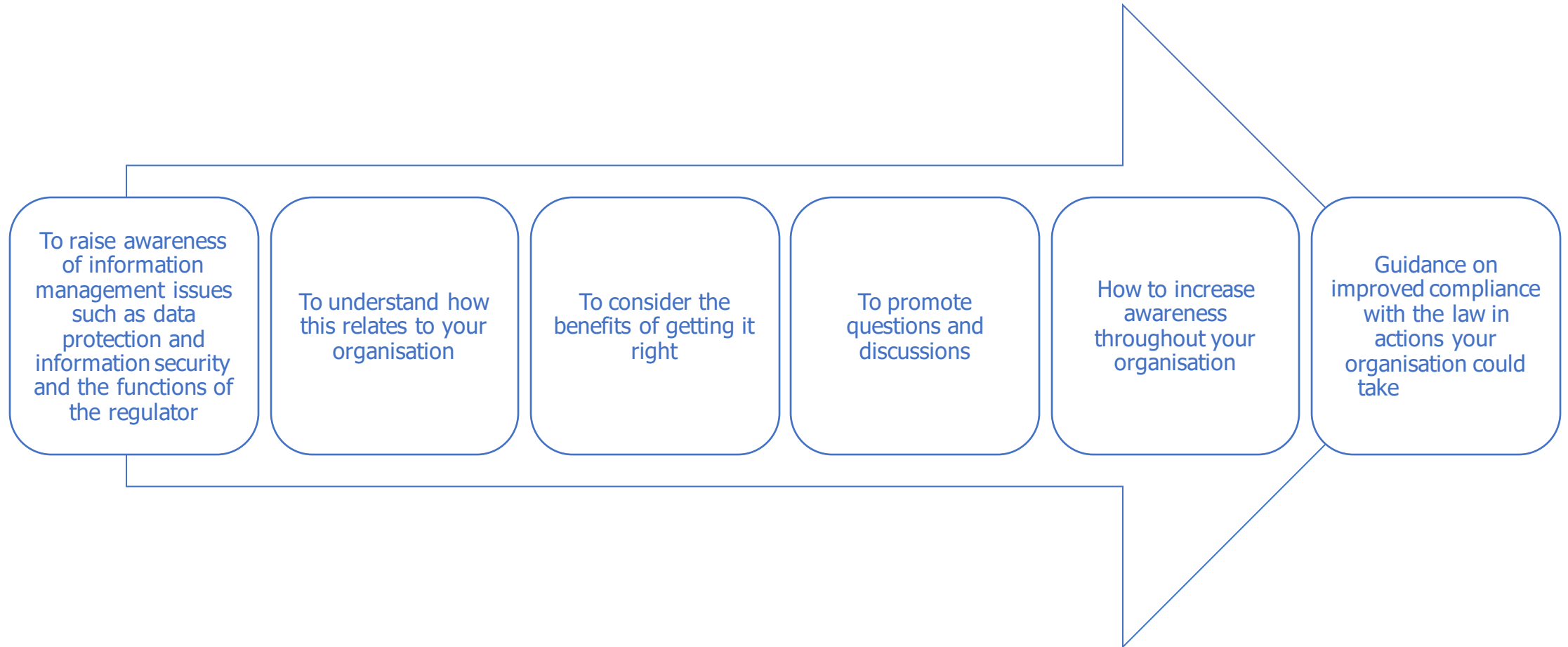
This whole complex affects the method of implementing data protection in organisations and in particular in the IT-related environment.

This course will provide you with the insights and techniques to successfully plan and execute an audit as well as to assure your organisation's compliance with the PDPA.

You will learn about the key aspects of the PDPA and how to ensure they are being implemented within your organisation.

During the course, you will gain an understanding of how to plan an audit, identify the scope of an audit, how to conduct a successful audit within that scope and how to present the report assessing your organisation's compliance with PDPA.

Learning Outcome

To raise awareness of information management issues such as data protection and information security and the functions of the regulator

To understand how this relates to your organisation

To consider the benefits of getting it right

To promote questions and discussions

How to increase awareness throughout your organisation

Guidance on improved compliance with the law in actions your organisation could take

Module 1 Outline

Introduction

Who is this course designed for?

What are the sufficient steps?

How will it help organisations?

What approach is currently taken?

What are the scope areas?

What requirement standards are we referring to?

Module 2 Outline

Data Protection Audit

What is an audit?

Why undertake a data protection audit?

What is the benefit of undertaking a data protection audit?

What areas does this audit cover?

Module 3 Outline

Data Protection Governance

Question Areas

- Policies & Procedures, Governance Structures, Compliance Assurance Measures, Audits, Risk Registers, and Privacy Impact Assessments

Example Evidence Required

- Policies & Procedures, Intranet Site, Organisation Charts, Job Descriptions, Terms of Reference, Minutes of Meetings, Internal Reports. External Reports, and Audit Reports

Controls

- Policies & Procedures, Helpful Hints: Key Policies, Governance Structures, Measures, Audits, Risk Register, and Privacy Impact Assessments

Module 4 Outline

Training & Awareness

Question Areas

- Induction, Role Based Training; Refresher Training; Training Records; E-learning, IT Access; and Awareness Of Where to Find Out About Data Protection & Ease of Access to It

Example Evidence Required

- Training Presentation, E-Learning Module, Central Training Records, Refresher Training Records, and IT Profile Requests

Controls

- Induction, Role Based Training, Refresher Training, Records, E-Learning, IT Access, and Awareness

Module 5 Outline

Records Management

Question Areas
- Roles and Responsibilities, Policies and Procedures, Training and Awareness, Information Assets, Indexing and Tracking of Records, and Collection of Data
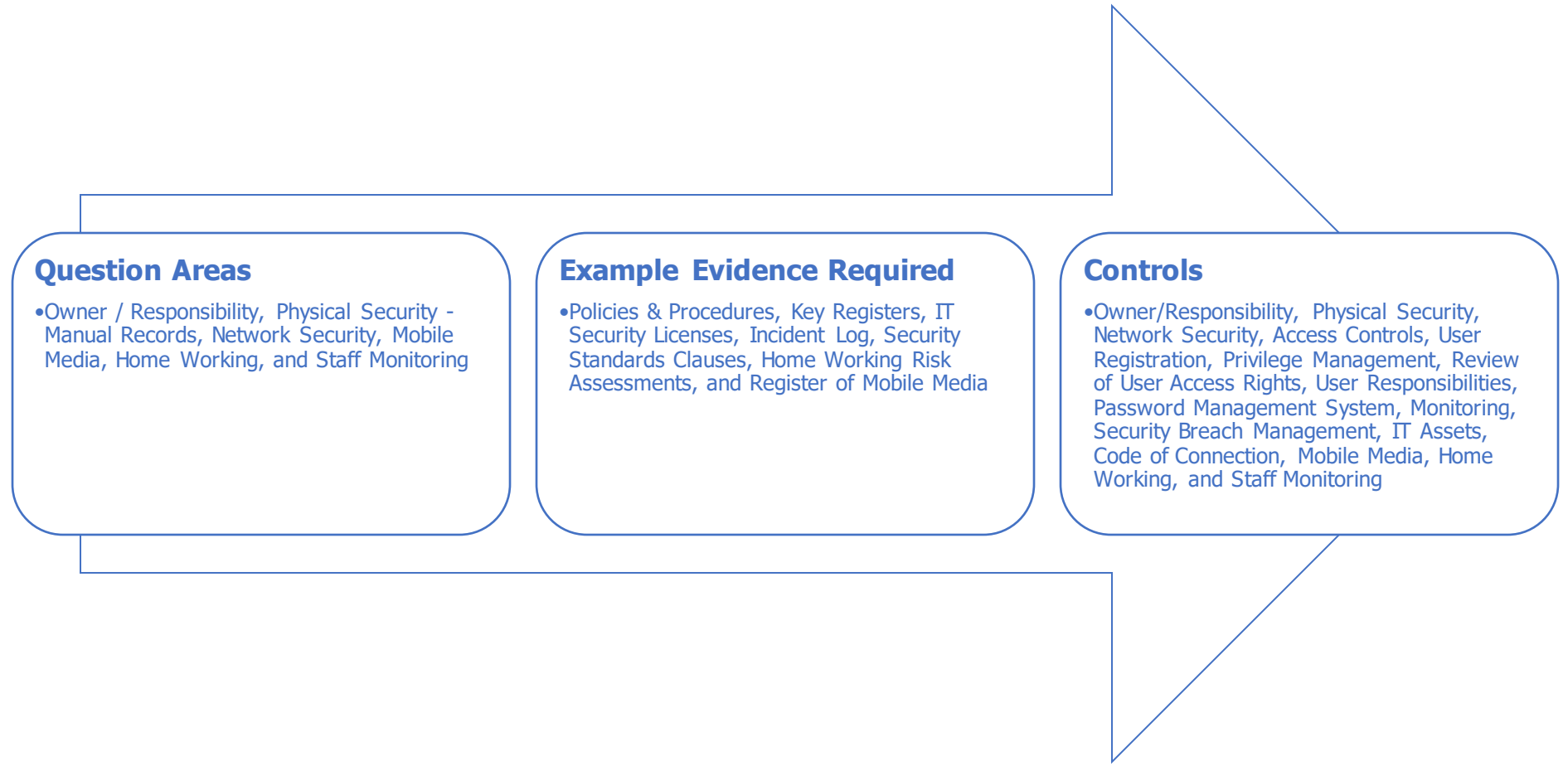
Example Evidence Required
- Policies And Procedures, Data Collection Forms, Fair Processing Notices, Records Management Systems Detail, RM Roles and Team Structure, Training Records, Information Asset Register, Retention Schedules, and Destruction Records / Certificates

Controls
- Roles and Responsibilities, Policies and Procedures, Training and Awareness, Information Assets, Indexing and Tracking of Records, Collection of Data, Helpful Hints: Best Practice Marketing Checklist, and Helpful Hints: CCTV Systems
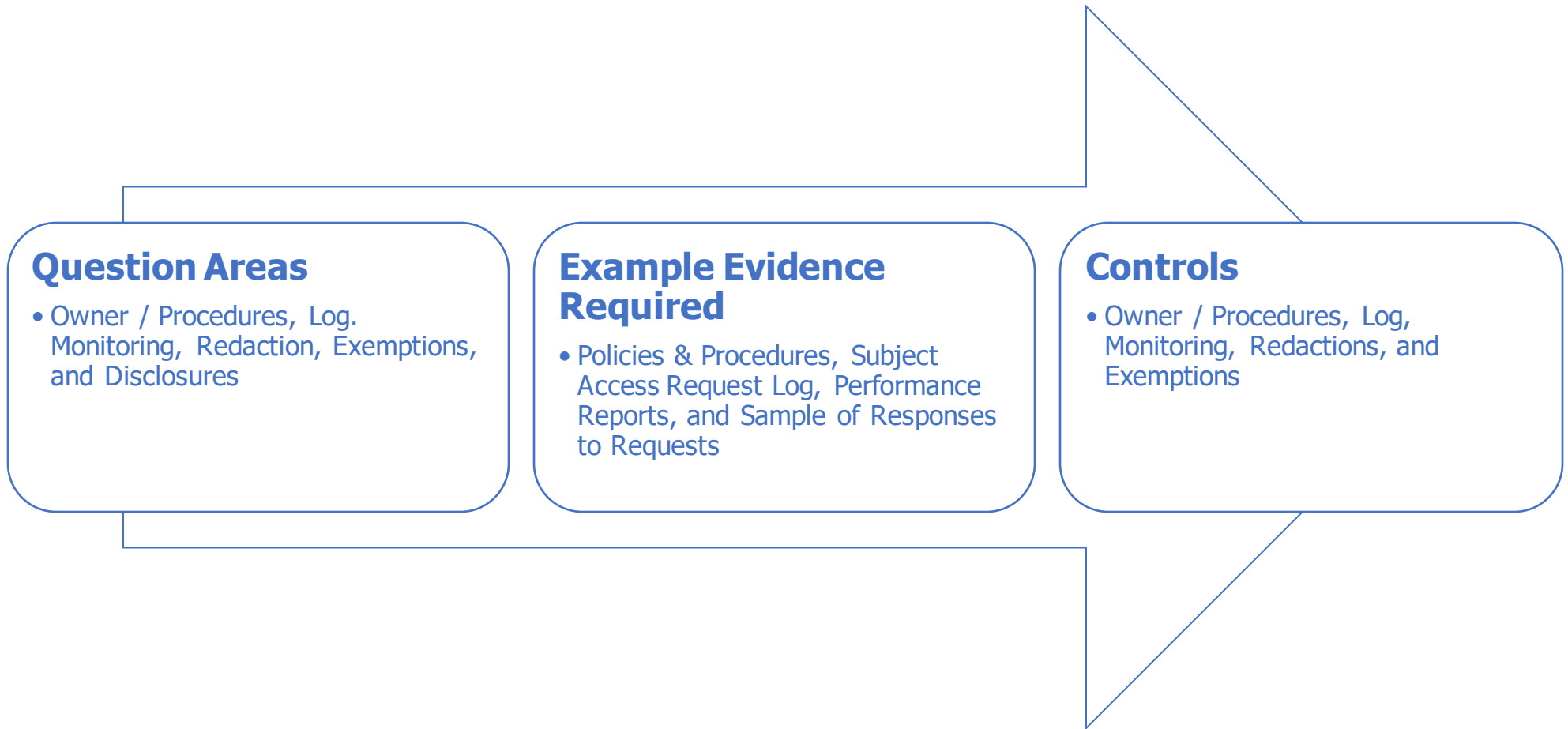
Module 6 Outline

Personal Data Security

Question Areas

•Owner / Responsibility, Physical Security - Manual Records, Network Security, Mobile Media, Home Working, and Staff Monitoring

Example Evidence Required

•Policies & Procedures, Key Registers, IT Security Licenses, Incident Log, Security Standards Clauses, Home Working Risk Assessments, and Register of Mobile Media

Controls

•Owner/Responsibility, Physical Security, Network Security, Access Controls, User Registration, Privilege Management, Review of User Access Rights, User Responsibilities, Password Management System, Monitoring, Security Breach Management, IT Assets, Code of Connection, Mobile Media, Home Working, and Staff Monitoring

Module 7 Outline

Personal Data Request

Question Areas

- Owner / Procedures, Log. Monitoring, Redaction, Exemptions, and Disclosures

Example Evidence Required

- Policies & Procedures, Subject Access Request Log, Performance Reports, and Sample of Responses to Requests

Controls

- Owner / Procedures, Log, Monitoring, Redactions, and Exemptions

Module 8 Outline

Data Sharing

Question Areas

- Owner / Authorisation, Policies and Procedures, Training and Awareness, Privacy Impact Assessments, Log, Data Sharing Agreements, and Sharing Protocols

Example Evidence Required

- Policies & Procedures, Training Material, Log, and Sharing Protocols

Controls

- Owner / Authorisation, Policies and Procedures, Training and Awareness, Privacy Impact Assessments, Log, Data Sharing Agreements, Standard Sharing Protocols, and Helpful Hints: One-Off Data Sharing Checklist

Module 9 Outline

Direct Marketing

At a glance

- Data broking for direct marketing purposes involves collecting data about individuals from a variety of sources, then combining it and selling or renting it to other organisations.

- If you use, or intend to use, the marketing services of data brokers you must remember that you are responsible for ensuring that your processing of personal data is compliant with data protection law.

- Before you use data broking services you must undertake appropriate due diligence to satisfy yourself that the personal data being offered to you complies with data protection law.

- You must be upfront and tell people what you want to do with their data, including where you intend to use data broking services to obtain additional data about your customers or to profile them.

- You must ensure that you have an appropriate lawful basis before you seek data from a data broking service.

Module 10 Course Summary Outline

Data Protection Audit

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At a glance

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- We have identified audits as having a key role to play in educating and assisting organisations to meet their obligations.

- Undertaking a programme of audits will help organisations in assessing their processing of personal information and providing advice and recommendations in improving the way organisations deal with information rights issues.

- Audits will allows us to assess any organisation's processing of personal data.

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