TRUSTGATE CORPORATE SKILLS
Professionalism, a gateway to Corporate excellence
Email: learning@trustgatecorporateskills.co.ke
Tel: +254143575296

DATA PROTECTION OFFICER (DPO) TRAINING PROGRAMME

Introduction

In an era where data is one of the most valuable institutional assets, organizations face increasing pressure to safeguard personal information while remaining compliant with evolving regulatory frameworks. Enforcement of the Data Protection has elevated the role of the Data Protection Officer (DPO) from a compliance requirement to a strategic necessity. The Data Protection Officer Training Program by Trust Gate Corporate Skills is designed to build competent, confident, and practice-oriented Data Protection Officers (DPOs). This program goes beyond theory to provide participants with hands-on tools, real-life case studies, and actionable frameworks that can be immediately implemented within their institutions. Participants will gain the ability to interpret legal requirements, manage data risks, respond to breaches, and build sustainable data governance systems, positioning your organization as a leader in data protection compliance and institutional integrity. This training is not just about compliance—it is about building trust, strengthening governance, and safeguarding the future of your institution.

Course Objectives

- Understand the role and responsibilities of a Data Protection Officer
- Establish and implement data protection policies and frameworks
- Conduct Data Protection Impact Assessments (DPIAs)
- Manage data breaches and incident response effectively
- Promote a culture of data privacy and accountability within institutions

Course Modules

> Module 1: Foudations Of Data Protection

- Introduction to Data Protection
- Personal data, sensitive data, processing

P.O Box 7254- 01000
www.trustgatecorporateskills.co.ke
Location Thika & Nairobi

- Importance of data protection in institutions
- Duties of the Data Protection Office

> Module 2: Principles of Data Protection
- Fairness & transparency
- Purpose limitation & data minimization
- Accuracy, storage limitation
- integrity & confidentiality
- Identifying data flow Lawfulness,

> Module 3: Data Governance and Compliance
- Identifying data flows within the organisation
- Creating data inventories and registers
- Access, rectification, erasure, objection
- Managing data subject requests
- Data controllers vs processors

> Module 4: Risk Management and Data security
- Protecting Data Through Risk-Based Approaches
- Identifying vulnerabilities
- Risk mitigation strategies
- Data Protection Impact Assessments (DPIA)
- When and how to conduct DPIAs
- Templates and reporting

> Module 5: Responding to Data Incidents Effectively
- Types, causes, and consequences
- Incident Response Framework
- Technical safeguards (encryption, access control)
- ODPC reporting requirements
- Communication with affected individual
- Organizational measures (policies, training)
- Detection, containment, recovery

> Module 6: Compliance Audits & Monitoring
- Continuous improvement strategies
- Preparing for regulatory audits

- Developing a Data Protection Framework