DATA PROTECTION, PRIVACY MANAGEMENT AND DATA GOVERNANCE TRAINING COURSE

Introduction

The Data Protection, Privacy Management and Data Governance programme is designed to equip organisational leaders, data protection officers, compliance professionals, ICT teams and information managers with the knowledge and practical capabilities required to protect personal information, manage organisational data responsibly and establish effective data governance arrangements. Organisations increasingly collect, process, store, analyse and share information through digital platforms, customer management systems, mobile applications, cloud services and automated decision-making tools. Although these capabilities create opportunities for improved services and better decisions, they also introduce risks involving unauthorized access, excessive collection, inappropriate disclosure, poor data quality, unlawful processing and loss of public or customer trust. This programme examines the relationship between personal data protection, privacy management, information security and enterprise data governance. Participants explore data lifecycle management, lawful processing, transparency, consent where applicable, purpose limitation, data minimization, retention, data subject rights and accountability. The course addresses data protection impact assessments, breach management, third-party processing, cross-border data transfers and privacy considerations in artificial intelligence and analytics. It also examines the establishment of data governance structures, including ownership, stewardship, classification, quality management and access controls. Particular attention is given to applying privacy requirements in practical organisational settings, from employee and customer records to research information and digital public services.

Course Objectives

- Explain the principles of data protection, privacy management and data governance.

- Identify applicable data protection obligations and organisational responsibilities.
- Map personal data flows and document information processing activities.
- Apply privacy principles throughout the data lifecycle.
- Assess privacy risks and determine when a data protection impact assessment may be required.
- Establish data governance roles, ownership and stewardship arrangements.
- Strengthen data quality, classification, access management and retention practices.
- Manage data subject requests, privacy incidents and personal data breaches.
- Assess privacy risks associated with vendors, cloud services, analytics and AI.
- Develop an integrated data protection and governance improvement plan.

Course Modules

> Module 1: Foundations of Data Protection and Privacy
- Personal data, sensitive personal data and other information categories.
- Privacy, confidentiality, information security and data governance.
- Core data protection principles and organisational accountability.
- Overview of relevant legal frameworks, including Kenya's Data Protection Act, 2019, and applicable international requirements.

> Module 2: Data Lifecycle and Processing Activities
- Data collection, use, storage, sharing, retention and deletion.
- Mapping data flows across departments, systems and external parties.
- Documenting processing activities, purposes and responsibilities.
- Identifying excessive collection, unnecessary duplication and uncontrolled data use.

> Module 3: Lawful Processing and Data Subject Rights
- Lawful bases for processing personal data and their appropriate application.
- Transparency, privacy notices and consent where required.
- Access, correction, objection, deletion and other applicable data subject rights.
- Procedures for receiving, verifying, recording and responding to requests.

> Module 4: Data Governance Frameworks and Accountability
- Data governance policies, structures and decision-making responsibilities.
- Roles of data owners, stewards, custodians and data protection officers.
- Data classification, ownership and approved access arrangements.
- Governance committees, reporting structures and accountability measures.

> Module 5: Data Quality, Integrity and Lifecycle Controls
- Data accuracy, completeness, consistency and timeliness.
- Data standards, metadata and master data management.
- Retention schedules, archival arrangements and secure disposal.
- Monitoring data quality and resolving ownership or integrity problems.

> Module 6: Privacy Risk Assessment and Impact Assessment
- Identifying privacy risks and potential harm to individuals.
- Screening processing activities for elevated privacy risks.
- Conducting data protection impact assessments where appropriate or required.
- Documenting mitigation measures, residual risks and approval decisions.

> Module 7: Data Security and Privacy by Design
- Access controls, authentication, encryption and secure data handling.
- Privacy by design and privacy by default.
- Data minimization, pseudonymization and appropriate anonymization.
- Integrating privacy requirements into systems development and procurement.

> Module 8: Data Breach and Incident Management
- Recognizing and classifying personal data breaches.
- Incident reporting, investigation and evidence documentation.
- Assessing notification obligations, deadlines and affected individuals.
- Corrective action, lessons learned and prevention of recurring breaches.

> Module 9: Third-Party Data Processing and Emerging Risks
- Data processing agreements and supplier responsibilities.
- Assessing cloud services, outsourcing and cross-border data transfers.
- Privacy considerations in AI, automated decisions and advanced analytics.
- Monitoring third-party compliance and managing data transfer risks.

> Module 10: Data Protection and Governance Capstone
- Conducting a preliminary data protection and governance assessment.
- Preparing a data inventory and processing activity register.
- Developing a privacy risk register and incident response procedure.
- Presenting an integrated data protection and governance action plan.

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