Dataworks Analytics

NIGERIA

DATA PROTECTION OFFICER (DPO)

FOUNDATION COURSE

Prepared

By

Dataworks

Analytics

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The Nigeria Data Protection Officer (DPO) Foundation Course

This comprehensive foundation course focuses on the Nigeria Data Protection Act of 2023 (NDPA) and the Nigeria Data Protection Regulation (NDPR). It uses international best practice and data protection framework endorsed by leading data protection bodies such as the International Associating of Privacy Professionals (IAPP). The course is designed to enhance delegates' knowledge in NDPA, NDPR, GDPR, and data protection best practices as they transition to becoming proficient Data Protection Professionals.

Delivered over two days in an instructor-led, interactive online delivery format (Zoom or MS Teams), the course will equip delegates with:

✅	**In-Depth Insights:** Gain a comprehensive understanding of the Nigeria Data Protection Act (NDPA) and the Nigeria Data Protection Regulation (NDPR), with additional insights into the pan European General Data Protection Regulation (GDPR).
✅	**Obligations:** Unpack the new legal obligations for organizations processing or handling personal data of individuals.
✅	**Data Protection Principles and Legal Basis for Processing:** Learn about the core principles of data protection, including lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity, and confidentiality. Gain a thorough understanding of the legal bases for processing personal data under NDPA and GDPR, such as consent, contract, legal obligation, vital interests, public interest, and legitimate interests.

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✓	**Empower the Data Protection Officer (DPO):** Equip the DPO with the knowledge and tools necessary to oversee compliance efforts, manage data protection activities within the organisation, and serve as the point of contact for data subjects and the Nigeria Data Protection Commission (NDPC). This will ensure that the DPO is well-prepared to handle their responsibilities and effectively safeguard the organisation's data privacy practices.
✓	**Conduct Data Privacy Impact Assessments:** Learn practical techniques on how to conduct Data Privacy Impact Assessment (DPIAs) to identify, assess, and mitigate risks to data privacy in new or existing projects.
✓	**Operationalising Privacy:** Develop Strategies and data protection governance operating models to embed data protection practices into daily organisational activities. Discover practical ways to embed privacy into your organisational policies, processes, and systems.
✓	**NDPA Compliance Audit:** Learn the techniques of how to prepare for a NDPA Compliance Methodologies for conducting audits using industry-standard frameworks.
✓	**Data Subject Rights:** Provide a comprehensive overview of the rights afforded to data subjects under NDPA and how to respond to a Data Subject Access (DSAR) request
✓	**Personal Data Breaches:** Learn the procedures for identifying, reporting, and managing personal data breaches. Understand the importance of timely breach notifications to NDPC and affected data subjects, as well as the measures to mitigate the impact of breaches and prevent future occurrences.

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Additionally, the course provides essential toolkits and templates to support the functions of a Data Protection Officer, Privacy Professional, or Data Protection Compliance Organization. These resources include:

- Privacy Notice
- Employee Data Protection Policy
- Data Subject Access Request (DSAR) Process
- Privacy Audit and Assessment
- Data Protection Impact Assessments (DPIA)
- Incident Management & Data Breach Notification Process
- Data Inventory (Records of Data Processing) Template
- Data Flow Templates

Course Cost: The course costs ₦300,000 per delegate and a minimum of 10 delegates are required per organisation or group of organisations.

Upon completing the course and successfully passing the **end-of-course assessment**, participants will receive a **certificate of completion**. This course also contributes to your continuous professional development, enhancing your skills and qualifications