DAY 1

Data Governance

- Introduction to Data Governance and Principles
- Understanding Regulations, Compliance Issues, Legal, Audit and Threats
- Policies, Procedures and Undertaking a Data Maturity Assessment
- Knowledge, Content, Document and Records Management
- Establishing Information Governance, Roles and Responsibilities

DAY 2

General Data Protection Regulation (GDPR) and Privacy

- Introduction to the Regulations and Standards
- Cross-border Data Transfers and Legal Requirements
- Policies and Procedures
- Undertaking an Assessment of Systems – *Data Protection Impact Assessment (DPIA)*
- Developing an Action and Programme Plan including Training and Awareness

DAY 3

Project, Implementation and Training

- Project Implementation Plans and Controls
- Risk and Issue Management
- Developing Business Continuity Plan
- Communications, Awareness and Training
- Best Practices and Case Studies

DAY 4

Systems and IT Applications

- Data Governance and Information Management Systems
- Privacy Tools Review
- Data Protection Audit, Review and Retention Controls
- Cyber and Information Security
- Document Management and Records Management

DAY 5

Case Studies and Workshops

- Developing Action Plans and Projects
- Future Look at Data Governance, Privacy and Data Protection in Regions
- Case Studies and Workshops
- Final Wrap-up
    - Questions and Answers Session