

“EXIN Privacy & Data Protection Foundation”

Course Introduction

The **EXIN Privacy & Data Protection Foundation (PDPF)** course provides a comprehensive introduction to the principles and practices of data protection under the **EU General Data Protection Regulation (GDPR)**. It equips participants with a clear understanding of privacy concepts, personal data management, and the roles and responsibilities of stakeholders involved in data processing. Through practical insights and structured learning, the course covers lawful data processing, data subject rights, risk mitigation, and international data transfers. Designed for professionals seeking to build a strong foundation in GDPR compliance, this course prepares learners to apply essential data protection principles within organizational and technological contexts.

Day 1 – Understanding GDPR and Principles of Data Processing

Module 1: GDPR Scope

- 1.1 Privacy and Data Protection
 - Defining privacy and its link to personal data and protection
 - Context of EU and Member State law
- 1.2 Scope of the GDPR
 - Definition of personal data and processing
 - GDPR applicability and scope
 - Distinguishing between personal and special category data

Module 2: Stakeholders, Roles, and Responsibilities

- 2.1 Stakeholder Roles, Rights, and Obligations
 - Key GDPR stakeholders: Controller, Processor, DPO, and Supervisory Authority
 - Responsibilities and compliance activities
 - Documentation and record-keeping (Articles 28 & 30)

Module 3: Data Protection by Design and Default

- Principles of privacy by design and default
 - Seven core principles and their application
 - Benefits and organizational implementation strategies
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Day 2 – Lawful Processing, Data Subject Rights, and Practical Compliance

Module 4: Legitimate Grounds for Processing

- The six lawful bases for processing
- Determining appropriate legal grounds
- Conditions for lawful data processing

Module 5: Rights of the Data Subjects

- Overview of individual rights under GDPR
 - Right to transparency and access
 - Data portability, rectification, and erasure (“Right to be Forgotten”)
 - Restriction of processing, objection, and complaint mechanisms
 - Rights related to automated decision-making and profiling
- Best practices for handling data subject requests (DSARs)

Module 6: Principles of Processing Personal Data

- Lawfulness, fairness, and transparency
- Purpose limitation and data minimization
- Accuracy, integrity, confidentiality, proportionality, and subsidiarity
- Data retention and secure disposal

Module 7: Practice of Data Processing

- 3.1 Data governance and lifecycle management (DLM)
 - 3.2 Online processing
 - Cookies: definition, functionality, and compliance requirements
 - Right to object to marketing and profiling
 - 3.3 Artificial Intelligence (AI) and GDPR
 - Compliance challenges in AI-driven systems
 - Ensuring fairness and accountability in automated processing
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Day 3 – International Data Transfers, Risk, and Enforcement

Module 8: International Personal Data Transfers

- 4.1 Cross-Border Transfers within the EEA
 - Legal framework and requirements
 - Binding Corporate Rules (BCRs): concept, structure, and clauses
- 4.2 Cross-Border Transfers outside the EEA
 - Mechanisms for lawful transfers to third countries
 - Transfers between the EEA and the U.S. (e.g., adequacy, safeguards)

Module 9: Risk Assessment and Mitigation

- 5.1 Data Protection Impact Assessment (DPIA)
 - Purpose, scope, and timing of DPIAs
 - Objectives and structure of DPIA reports
 - Steps for conducting effective DPIAs
- 5.2 Personal Data Breaches and Procedures
 - Definition and examples of personal data breaches
 - Incident vs. breach: key distinctions
 - Notification obligations and timelines
 - Stakeholders involved in breach response
- 5.3 Supervisory Authorities and Enforcement
 - Roles and responsibilities of supervisory authorities
 - Enforcement actions, penalties, and administrative fines

Module 10: Review and Exam Preparation

- Summary of key GDPR principles and compliance requirements
- Practice questions and discussion of sample scenarios
- Exam strategy and preparation tips