COURSEWARE

Privacy & Data Protection Practitioner

Courseware - English

EXIN Privacy & Data Protection PRACTITIONER Certified by EXIN

Van Haren PUBLISHING

Privacy & Data Protection
Practitioner Courseware – English

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The certificate EXIN Privacy and Data Protection Foundation (PDPF) is part of the EXIN qualification program Privacy and Data Protection.

About the Courseware

The Courseware was created by experts from the industry who served as the author(s) for this publication. The input for the material was based on existing publications and the experience and expertise of the author(s). The material has been revised by trainers who also have experience working with the material. Close attention was also paid to the key learning points to ensure what needs to be mastered.

The objective of the courseware is to provide maximum support to the trainer and to the student, during his or her training. The material has a modular structure and according to the author(s) has the highest success rate should the student opt for examination. For this reason, the Courseware has also been accredited, wherever applicable.

In order to satisfy the requirements for accreditation the material must meet certain quality standards. The structure, the use of certain terms, diagrams and references are all part of this accreditation. Additionally, the material must be made available to each student in order to obtain full accreditation. To optimally support the trainer and the participant of the training assignments, practice exams and results have been provided with the material.

Direct reference to advised literature is also regularly covered in the sheets so that students can easily find additional information concerning a particular topic. The decision to separate note pages (handouts) from the Courseware was to encourage students to take notes throughout the material.

Although the courseware is complete, the possibility that the trainer may deviate from the structure of the sheets or chooses to not refer to all the sheets or commands does exist. The student always has the possibility to cover these topics and go through them on their own time. It is strongly recommended to follow the structure of the courseware and publications for maximum exam preparation.

The courseware and the recommended literature are the perfect combination to learn and understand the theory.

- Van Haren Publishing

Other publications by Van Haren Publishing

Van Haren Publishing (VHP) specializes in titles on Best Practices, methods and standards within four domains:

- IT and IT Management
- Architecture (Enterprise and IT)
- Business Management and
- Project Management

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Topics are (per domain):

IT and IT Management

ABC of ICT
ASL®
CATS CM®
CMMI®
COBIT®
e-CF
ISO/IEC 20000
ISO/IEC 27001/27002
ISPL
IT4IT®
IT-CMF™
IT Service CMM
ITIL®
MOF
MSF
SABSA
SAF
SIAM™
TRIM
VeriSM™

Enterprise Architecture

ArchiMate®
GEA®
Novius Architectuur
Methode
TOGAF®

Business Management

BABOK® Guide
BiSL® and BiSL® Next
BRMBOK™
BTF
EFQM
eSCM
IACCM
ISA-95
ISO 9000/9001
OPBOK
SixSigma
SOX
SqEME®

Project Management

A4-Projectmanagement
DSDM/Atern
ICB / NCB
ISO 21500
MINCE®
M_o_R®
MSP®
P3O®
PMBOK® Guide
Praxis®
PRINCE2®

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About the Author

Plan ahead

- **Plan** your studying ahead of time
- Spread out your study periods into **smaller sections**
- Create a **study plan** that reflects the course schedule
- **Before** each scheduled session study the relevant chapter.
    - This way, you will develop a deeper understanding of the subject and be able to ask questions during the course.
- For better retention of knowledge take **regular breaks**.
- Divide your studying into **sessions of just 20-30 minutes**, and focus on a single topic during each session.

Take notes

- When studying the material, **take notes** and **mark** anything you don't understand.
- **Create questions** that can be asked during your course that are specific to what you don't understand.
- **To better memorize** the content, you can create notes or flash cards that you can later use during revision of material.
- Notes or Flashcards can be combined with questions that can help you **test yourself** later as well.

Test yourself

- **Keep practicing with the questions** during the study period and make sure you understand the correct answer but also why the other options are wrong.
- Read and understand the case studies that will be discussed in class
- Answer the questions from the case studies and practice the answers on your own time also
- Exam tests application of knowledge and implementation so make sure you understand the content in order to answer relevant questions.

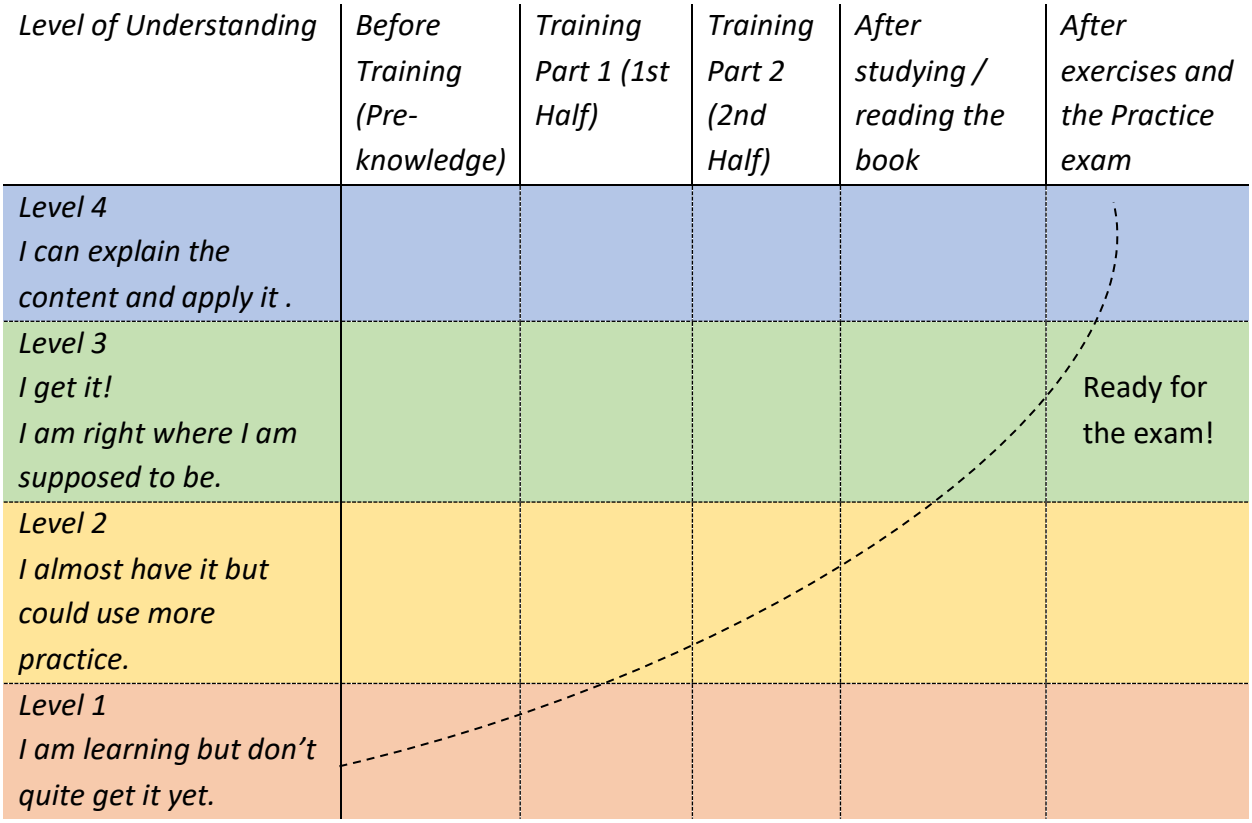
Table of content

Self-Reflection of understanding Diagram

'*What you do not measure, you cannot control*.'' – Tom Peters

Fill in this diagram to self-evaluate your understanding of the material. This is an evaluation of how well you know the material and how well you understand it. In order to pass the exam successfully you should be aiming to reach the higher end of Level 3. If you really want to become a pro, then you should be aiming for Level 4. Your overall level of understanding will naturally follow the learning curve. So, it's important to keep track of where you are at each point of the training and address any areas of difficulty.

Based on where you are within the Self-Reflection of Understanding diagram you can evaluate the progress of your own training.



(Self-Reflection of Understanding Diagram)

Write down the problem areas that you are still having difficulty with so that you can consolidate them yourself, or with your trainer. After you have had a look at these, then you should evaluate to see if you now have a better understanding of where you actually are on the learning curve.

Troubleshooting

Problem areas:	*Topic:*
Part 1	
Part 2	
You have gone through the book and studied.	
You have answered the questions and done the practice exam.	

Timetable

Day 1

Part 1	Introduction - Overview of Foundation Course
Part 2	Topic 1: Data protection policies
Part 3	Practical Assignment 1 – Case Study
Part 4	Topic 2: Managing and organizing data protection

Day 2

Part 1	Topic 3: Roles of the controller, processor and Data Protection Officer (DPO)
Part 2	Practical Assignment 2 – Case study
Part 3	Topic 4: Data Protection Impact Assessment (DPIA)
Part 4	Practice Questions and discussion

Day 3

Part 1	Topic 5. Data breaches, notification and incident response
Part 2	Practical Assignment 3 – Case Study
Part 3	Multiple Choice for Practitioners
Part 4	Review and Conclusions

EXIN Privacy and Data Protection Practitioner Certificate

COURSEWARE

Introduction

- Let's meet & Goals
- Terms
- Program

ABOUT THIS COURSE

Program - Privacy and Data Protection Practitioner

Day 1

- Introduction - Overview of Foundation Course
- Topic 1: Data protection policies
- Practical Assignment 1 – Case Study
- Topic 2: Managing and organizing data protection

Day 2

- Topic 3: Roles of the controller, processor and Data Protection Officer (DPO)
- Practical Assignment 2 – Case study
- Topic 4: Data Protection Impact Assessment (DPIA)
- Practice Questions and discussion

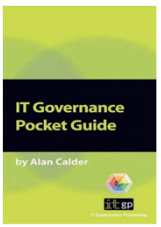
Day 3

- Topic 5. Data breaches, notification and incident response
- Practical Assignment 3 – Case Study
- Multiple Choice for Practitioners
- Review and Conclusions

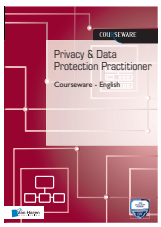
Literature

Literature reference:

A.



B.



C.

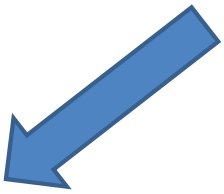
European Commission

D.

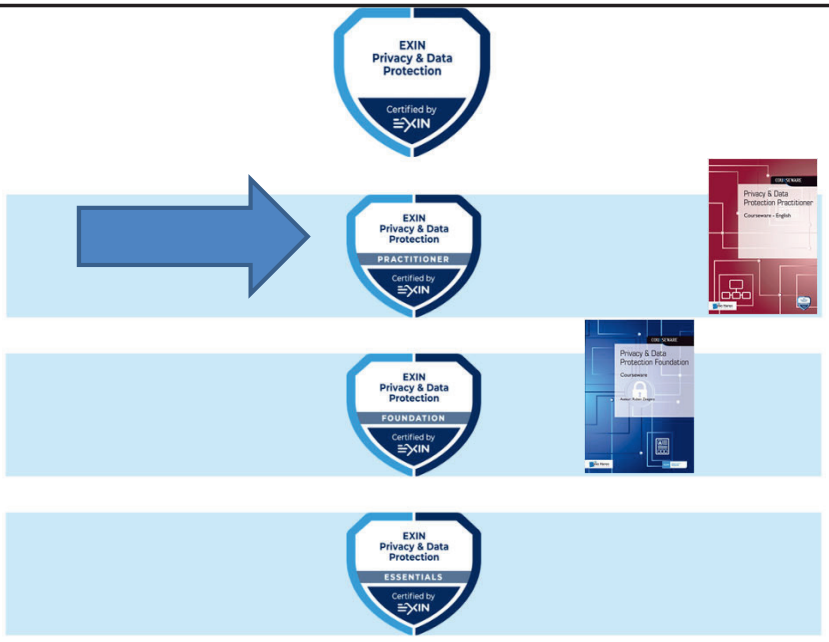
Article 29 Data Protection Working Party (1/2)

E.

Article 29 Data Protection Working Party (1/2)



Certification Levels



Value of PDPP certification

- Increasing importance of protection of the privacy of persons and their data.
- Many new laws - in the EU: General Data Protection Regulation (GDPR) as well as in the USA and many other regions - are being formed in order to regulate both.
- All organizations concerned need to comply with legislation.
- Focus on development and implementation of policies and procedures in order to comply with existing and new legislation, application of privacy and data protection guidelines and best practices, and by establishing a Privacy organization and Data Protection Management System.

Context

1. **The GDPR** and other literature 'tells you **why** you need data protection'.
2. **Policies** 'tell you **what** to do for data protection'.
3. **Plans, Procedures**, Practices, and Controls, 'tell you **how** to do it'.
4. **People** and other resources (funds, technology, etc.) define '**which** resources to use to achieve the proper level of data protection'.

Course Objectives

The candidate understands

- the purpose of the data protection/privacy policies within an organization
- data protection by design and by default
- the roles of the controller and processor
- the role and responsibilities of a data protection officer (DPO)

The candidate can apply

- the phases of the Data Protection Management System (DPMS)
- the theory of an action plan for data protection awareness
- the criteria for a data protection impact analysis (DPIA)
- the steps of a data protection impact analysis (DPIA)
- the GDPR requirements with regard to the personal data breaches
- the requirements for notification

Target Audience and prerequisites

This practitioner level certification will be particularly useful to:

- Data Protection Officers (DPO)
- Privacy Officers
- Legal / Compliance Officers
- Security Officers
- Business Continuity Managers
- Data Controllers
- Data Protection Auditors (internal and external)
- HR managers

Prerequisites

- None. However, since this certification is on an advanced level, being in the possession of the EXIN Privacy and Data Protection Foundation certification is highly recommended.

Basic Concepts

- The list of Basic Concepts PDPP and PDPF will be considered understood for the exam.
- The student is advised to research and understand the concepts.
- The Basic Concepts PDPP can be found below in the student notes and the Basic Concepts PDPF in the Preparation Guide.

Exam Format

Requirements for certification

- Accredited EXIN Privacy and Data Protection Practitioner training, including successful completion of the Practical Assignments
- Successful completion of the Privacy and Data Protection Practitioner exam

Exam details

- 90 minutes
- Computer-based or paper-based multiple-choice questions
- Number of questions: 40
- Pass mark: 65%
- Open book, notes, or electronic equipment/aides permitted: No
- Only Literature C will be provided as Appendix to all exam items and may be used when applicable
- Rules and Regulations for EXIN's examinations apply to this exam.

Exam Weight

10%	Data protection policies
35%	Managing and organizing data protection
15%	Roles of the controller, processor and Data Protection Officer (DPO)
30%	Data Protection Impact Assessment (DPIA)
10%	Data breaches, notification and incident response

Exam literature

A IT Governance Privacy Team (2016); EU General Data Protection Regulation (GDPR). An Implementation and Compliance Guide. IT Governance Publishing, Cambridgeshire ISBN 978-1-84928-8354 (paperback), ISBN 978-1-84928-8378 (e-book)

B Kyriazoglou, J. (2016); Data Protection and Privacy Management System. Data Protection and Privacy Guide - Vol. 1. bookboon.com 1st edition. ISBN 978-87-403-1540-0

C European Commission General Data Protection Regulation (GDPR) (Regulation (EU)2016/679) Regulation of the European Parliament and the Council of the European Union. Brussels, 6 April 2016, available at http://eur-lex.europa.eu

Exam literature

D Article 29 Working Party (2017); (adopted) Guidelines on Data Protection Officers ('DPOs') wp 243rev.01, available at http://ec.europa.eu/newsroom/just/item-detail.cfm?item_id=50083

E Article 29 Working Party (2016); Guidelines on Data Protection Impact Assessment (DPIA) and determining whether processing is "likely to result in a high risk" for the purposes of Regulation 2016/679, wp248. available at http://ec.europa.eu/newsroom/just/item-detail.cfm?item_id=50083

Additional literature

F Example of Privacy by Design and Default https://www.privacycompany.eu/files/Privacy%20by%20Design%20Framework%20-%20English.pdf

