

# DIPLOMA CENTRE

## Certificate in Data Protection Practice



### MODULE 1: INTRODUCTION TO DATA PROTECTION LAW

SESSION 1	TIME	DELIVERY
Wednesday 06 October 2021	6:00pm – 8:30pm	Onsite & Online

Introduction to the Certificate:

- Origins of Data Protection and Privacy:** Historical development and rationale for privacy and data protection.
- Overview of Data Protection:** Overview of recent developments in data protection including the GDPR; overview of future developments.

2.5 hrs. Gen. CPD

SESSION 2	TIME	DELIVERY
Wednesday 13 October 2021	2:00pm release	Online

- Data protection principles:** Definitions; core concepts; the fundamental principles of data protection.

1.5 hrs. Gen. CPD

### MODULE 2: DATA PROCESSING AND SHARING

SESSION 3	TIME	DELIVERY
Wednesday 20 October 2021	2:00pm release	Online

- Legitimate Processing of Data:** Definition; core principles – fair, accurate, specified, incompatible use, adequate, relevant, not excessive, no longer than necessary, personal data, sensitive personal data, valid consent and exemptions.
- Principles of Retention of Data:** Requirement of necessity; practical steps; destruction of records; Communications Act 2011; data storage; third party data storage; subject access requests and exceptions.

2.5 hrs. Gen. CPD

SESSION 4	TIME	DELIVERY
Wednesday 27 October 2021	2:00pm release	Online

- Government data & public sector bodies:** Context and application; government agencies and departments - current obligations, future obligations, law enforcement directive, rights and data format, EU Legislation, relevant case-law.
- Sharing between public bodies & Garda Vetting:** Application of key principles – consent and necessity, principles agreed with the Commissioner, sharing data re commission of an offence, Garda vetting procedures.
- Data Protection & Freedom of Information:** Rights and obligations under the Freedom of Information Act 1997 (as amended); exemptions; refusal; right of appeal; third parties; time for reply and FOI Act 2014.

2 hrs. Gen. CPD

# DIPLOMA CENTRE

## Certificate in Data Protection Practice



### MODULE 3: DATA PROCESSING AND PERSONAL RIGHTS

SESSION 5	TIME	DELIVERY
Wednesday 03 November 2021	2:00pm release	Online

- Rights in relation to personal data:** Overview; the right - to access; to information; to know what information is held; removal; prevent use; to be forgotten; direct marketing and Automated decision making.
- State surveillance:** ECHR standards; Digital Rights Ireland litigation; the rights of the individual; surveillance standards.
- Discovery and legal professional privilege:** Discovery, legal professional privilege, data access requests, FOI as a supplement to discovery.

3hrs. Gen. CPD

### MODULE 4: THE NEW REGULATION – (GDPR) REGULATION 2016/679

SESSION 6	TIME	DELIVERY
Wednesday 17 November 2021	2:00pm release	Online

- Overview of the new Regulation:** Background, scope, the key changes that will be implemented, key definitions.
- Rights of the data subject:** Lawful and fair processing, consent, data security, rights of the data subjects.
- Compliance and enforcement:** Compliance with the new Regulation, outsourcing, personal data breaches, record keeping and enforcement.

3 hrs. Gen. CPD

SESSION 7	TIME	DELIVERY
Saturday 20 November 2021		Online

**Workshop 1:** Problem questions designed to revise all data protection Modules covered to date and to consolidate the student's knowledge. Key emphasis on the application of data protection law to common scenarios encountered in practice.

**Login at an appointed time required in order to participate**

1.5 hrs Gen. CPD & 1 hr M&PD

### MODULE 5: DATA GOVERNANCE EXAMINATION

SESSION 8	TIME	DELIVERY
Wednesday 24 November 2021	2:00pm release	Online

- Data Protection Officer:** The role, duties and benefits of a DPO; examination of the privacy fundamentals for a DPO in any organisation and data architecture.
- Data breaches:** An overview of legislative landscape; privacy policy; data breaches; checklists for DPOs; incident reports; audit reports; Code of Practice and measuring compliance.

# DIPLOMA CENTRE

## Certificate in Data Protection Practice



- The role of the Data Protection Commissioner:** Role of the DPA; role of the Commissioner; powers of authorised officers; power to obtain information; investigations; inspections; information notices; offences; penalties; Data Protection Office (EU).
- Data security:** Access control, authentication, encryption, firewalls, physical security.
- GDPR in practice:** A review of the effects of GDPR since May 2018.

3.5 hrs. Gen. CPD

### MODULE 6: INTERNATIONAL DATA TRANSFERS

SESSION 9	TIME	DELIVERY
Wednesday 01 December 2021	2:00pm release	Online
1	<b>International Data transfer risks:</b> Prohibition / EEA; adequate level of protection; derogations; alternative measures; Safe Harbour agreements; EU Model contracts; binding corporate rules; Article 29 working party opinion.	
2	<b>Supervision &amp; Enforcement, Offence &amp; Remedies:</b> Codes of practice; investigations; complaints; audits; information notices; search and seizures; enforcement & prohibition notices; personal liability; fines; data forfeiture; erasure; destruction; offences; civil remedies.	
3	<b>Privacy Shield &amp; EU-US Data Transfers Post-Schrems:</b> Transfer of personal data to third countries; EU-US data transfers; cybersecurity; Judicial Redress Act, A29WP.	

3.5 hrs. Gen. CPD

SESSION 10	TIME	DELIVERY
Saturday 04 December 2021		Online
1	<b>Workshop 2:</b> Problem questions designed to revise all data protection modules covered to date and to consolidate the student's knowledge. Key emphasis on the application of data protection law to common scenarios encountered in practice.	

Login at an appointed time required in order to participate

1.5 hrs Gen. CPD & 1 hr M&PD

### MODULE 7: DATA GOVERNANCE FRAMEWORK

SESSION 11	TIME	DELIVERY
Wednesday 08 December 2021	2:00pm release	Online
1	<b>Introduction to data governance and governance frameworks:</b> Definition; accountability; responsibility; actions of stakeholders; systems; business effects; data stewardship; design considerations; data rules; data governance vs core components; critical success factors.	
2	<b>Information Asset Life Cycle:</b> An overview of information as an asset; POSMAD model; application; aligning POSMAD with accountability/ responsibility lifecycle thinking; data protection audits; data protection compliance.	

# DIPLOMA CENTRE

## Certificate in Data Protection Practice



- 3 **Data governance and standard frameworks and ISO's:** Standards approach; BS 10012:2009, accountability; review; consent; auditable records; merging records; ensuring accuracy; retention policy; complaints; security; disclosure/transfers; monitoring; international standards; ISO 27001; ISO 27002.

2.5 hrs. Gen. CPD

### MODULE 8: CHANGE MANAGEMENT

SESSION 12	TIME	DELIVERY
Wednesday 15 December 2021	2:00pm release	Online

- 1 **Context and rationale, evaluation and assessment:** Evaluating change; assessment; maturity; maturity models; requirements; sanity checking; identifying gaps; setting priorities and change management.
- 2 **Data protection training:** An introduction to effective training; valued investment; goals; motivation; organisational learning; measuring effectiveness and linking effectiveness to governance.

2.5 hrs. Gen. CPD

### MODULE 9: DATA PROTECTION IN PRACTICE

SESSION 13	TIME	DELIVERY
Wednesday 05 January 2022	2:00pm release	Online

- 1 **Employment and CCTV:** Employment: consent, monitoring employees, disciplinary issues, security measures. CCTV: transparent use, retention of footage, access requests, covert recording.
- 2 **Direct marketing, unsolicited contact, opt outs, enforcement:**

2 hrs. Gen. CPD

### MODULE 10: DATA PRIVACY IMPACT ASSESSMENTS

SESSION 14	TIME	DELIVERY
Wednesday 12 January 2022	2:00pm release	Online

- 1 **Data Privacy impact assessments:** Understanding privacy impact assessments; international perspectives; DPC guidance; critical success factors; data governance.

2 hrs. Gen. CPD

# DIPLOMA CENTRE

## Certificate in Data Protection Practice



### MODULE 11: ETHICS IN INFORMATION MANAGEMENT & GLOBAL DATA PROTECTION

**SESSION 15**  
**Wednesday 19 January 2022**      **2:00pm release**      **DELIVERY Online**

- 1 Ethics in Information Management:** New technology and the development of rights; first principles; practical application; aligning with the EDPS ethical focus.
- 2 Global data protection EU v US:** Federal Privacy laws; EU privacy laws; commonality; important differences; enforcement; international data export; sensitive personal information; role of consent; data retention; E-marketing and cookies.
- 3 Resourcing privacy compliance: guidance for DPOs, GCs and CFOs:** Resourcing DPOs, corporate governance and risk aspects of privacy compliance structures. Products, approaches and legal privilege as they impact on DPO operations. Interplay of DPO-GC roles.

**3 hrs. Gen. CPD**

**SESSION 16**  
**Saturday 22 January 2022**      **TIME**      **DELIVERY Online**

**Workshop 3:** Problem questions designed to revise all data protection modules covered to date and to consolidate the student's knowledge. Key emphasis on the application of data protection law to common scenarios encountered in practice.

**Login at an appointed time required in order to participate**

**1.5 hrs Gen. CPD & 1 hr M&PD**

**2,500 WORD ASSIGNMENT DUE FEBRUARY 2022**

**Please note that topics & dates may be subject to change. Draft timetable as of February 2021.**

\* Gen = General, M&PD = Management and Professional Development, Reg = Regulatory and eLearning = eLearning CPD credits. **CPD Note:** The number of hours of CPD that you may claim in relation to your diploma/certificate course will depend on the way in which you access each of the individual sessions. For further information please visit the course homepage on our website: [www.lawsociety.ie/diplomacentre](http://www.lawsociety.ie/diplomacentre)