



In English language,
based on the GDPR!

Keep your
professional
advantage
up to date!

Data Protection Coordinator Training

Basic knowledge with certification option



DATES/LOCATIONS

Inhouse-Training

On-site or online training for your team.
Request a non-binding quote now.

Day 1: 10.00-17.00 | Day 2: 9.00-16.00



DATES/LOCATIONS

Privacy Coordinator Exam:
by arrangement



INSTRUCTORS



Dipl.-Ing. Arnd Fackeldey
Managing Director, Digital Compliance
Consulting GmbH, Düren



Dipl.-Inf. Peter Schiefer
Senior Consultant - Data Protection, Digital
Compliance Consulting GmbH, Düren



TARGET GROUP

Data Protection Coordinators: Employees in departments and business areas whose tasks include the operational implementation of data protection in an interface function or being entrusted with data protection tasks.



DATA PROTECTION IN THE COMPANY OR GROUP IS TEAMWORK!

Personal data is handled in the decentralized departments or business areas. It is there that the organizational and legal requirements of data privacy must be implemented responsibly and effectively. Data Protection Coordinators have proven to be an important interface to the data protection specialists in the data protection organization, Data Protection Management and the Data Protection Officer.

In this function, they provide solution-oriented support to their colleagues in the departments or business areas in identifying and classifying data protection-relevant processes. In this way, standard issues relating to the handling of personal data can be clarified independently with the departments or business areas for ensuring compliance, or the support from data protection specialists in the company can be coordinated in a targeted manner. In addition, practical experience shows that the departments need support in dealing with organizational data protection tasks such as documentation, data breaches, and inquiries from data subjects.

Therefore, the job of Data Protection Coordinators requires an understanding of the principles of data protection law and organizational data protection requirements.



OBJECTIVE

Your task as a Data Protection Coordinator requires an understanding of the basic principles of data protection law being stipulated by the General Data Protection Regulation (GDPR) and the organizational data protection requirements. In order to be able to correctly classify data protection-relevant issues, you will therefore first receive an introduction to the main features of data protection law.

Another focus is to explain the roles, tasks and background of the most important data protection processes for companies in a practical manner. The focus is on the operational tasks of the departments or business areas and the support options as a Data Protection Coordinator.

This will give you the fundamental knowledge you need to fulfill your role as Data Protection Coordinator in the interface between the departments and business units as far as to the Data Protection Organization, Data Protection Management or the Data Protection Officer.



Data Protection Coordinator Training



CONTENTS

Basics

- Roles and tasks in the data protection organization
- Position and tasks as a Data Protection Coordinator
- Basic concepts of data protection law (GDPR)
- Understand principles and terms of data protection and apply them to practical cases

Understand key data protection processes, in particular

- Introduction and modification of processing operations including personal data
- Documentation of processing operations in the register of processing activities
- Cooperation with service providers (data exchange, commissioned processing, joint responsibility)
- Processing of data subject rights
- What to do in case of a Data Breach
- Basic requirements for technical and organizational measures in departments or business areas
- Monitoring effective compliance with data protection regulations
- Handling inquiries from Data Protection Supervisory Authorities



EXAM ONE HOUR - ONLINE: EXAM IS OPTIONAL

Participation in the optional exam is only possible in conjunction with attendance at the »Data Protection Coordinator Training«.

The exam takes place online on a separate date. It consists of a one-hour written exam with multiple-choice questions related to the training. Examination dates are set by arrangement

The terms and conditions of the examination regulations for the GDD Data Protection Coordinator. (www.gdd.de)

