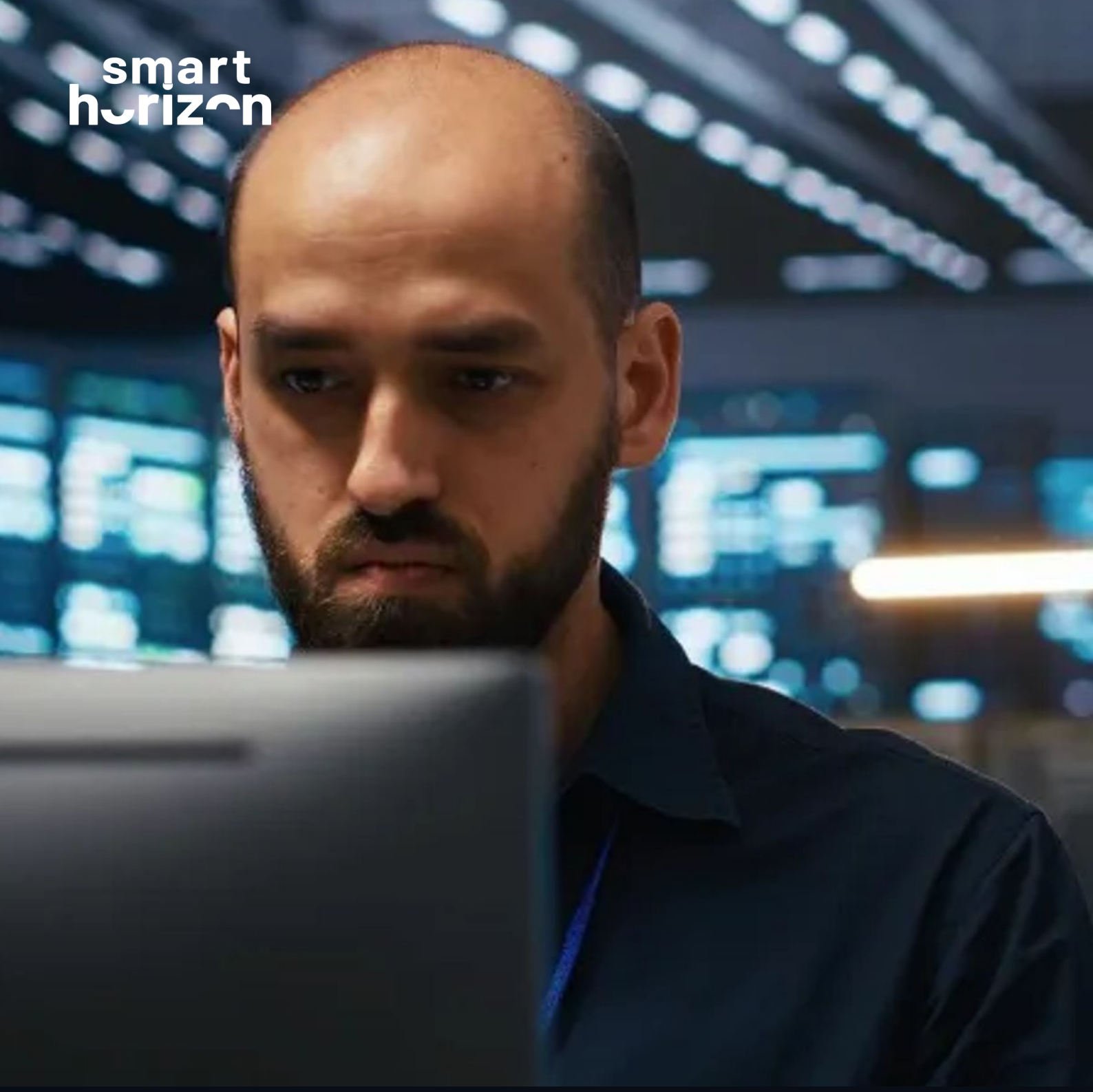


AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Certified Data Protection Officer (CDPO)

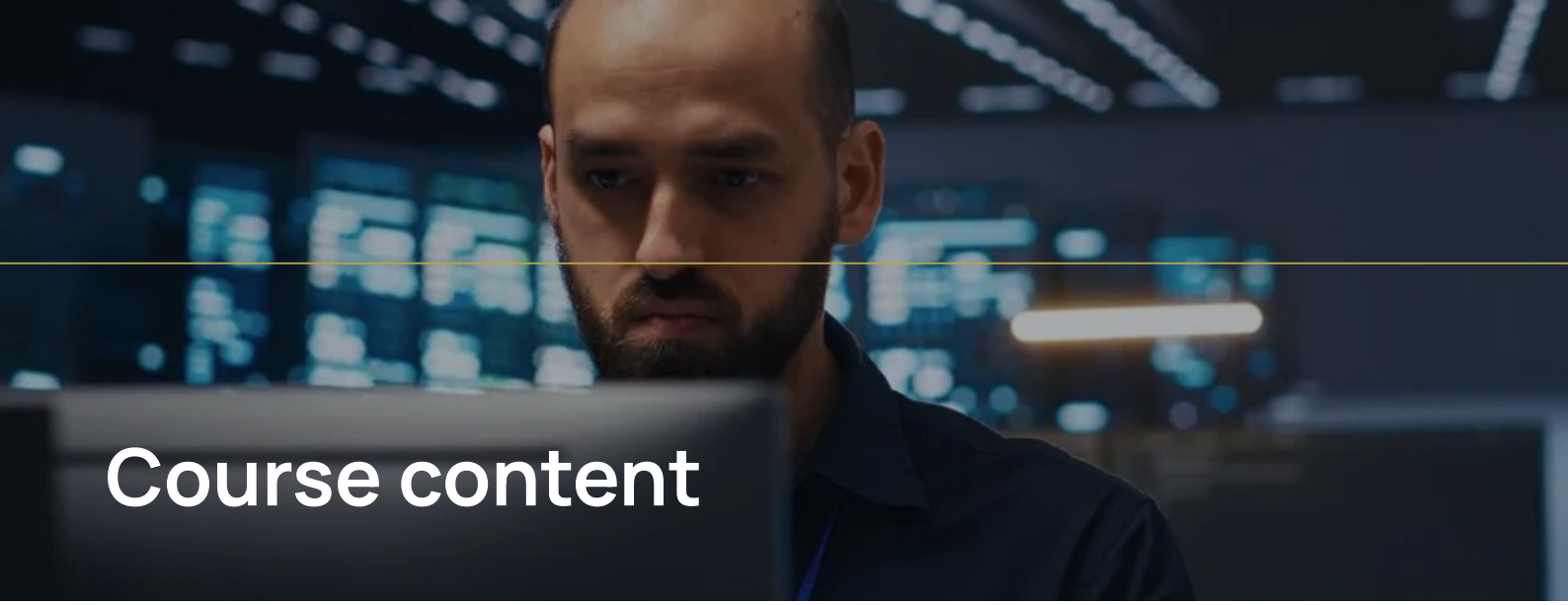
5 days | Classroom training | English

SMART HORIZON

info@smarthorizon.uk
2 Kingdom Street, Paddington
London W2 6BD, United Kingdom

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Course content

Why attend

This Certified Data Protection Officer (CDPO) course equips professionals with essential knowledge and skills to manage data protection compliance, implement privacy policies, and mitigate risks. Participants will learn to navigate legal frameworks and develop practical strategies for safeguarding personal data in their organisations.

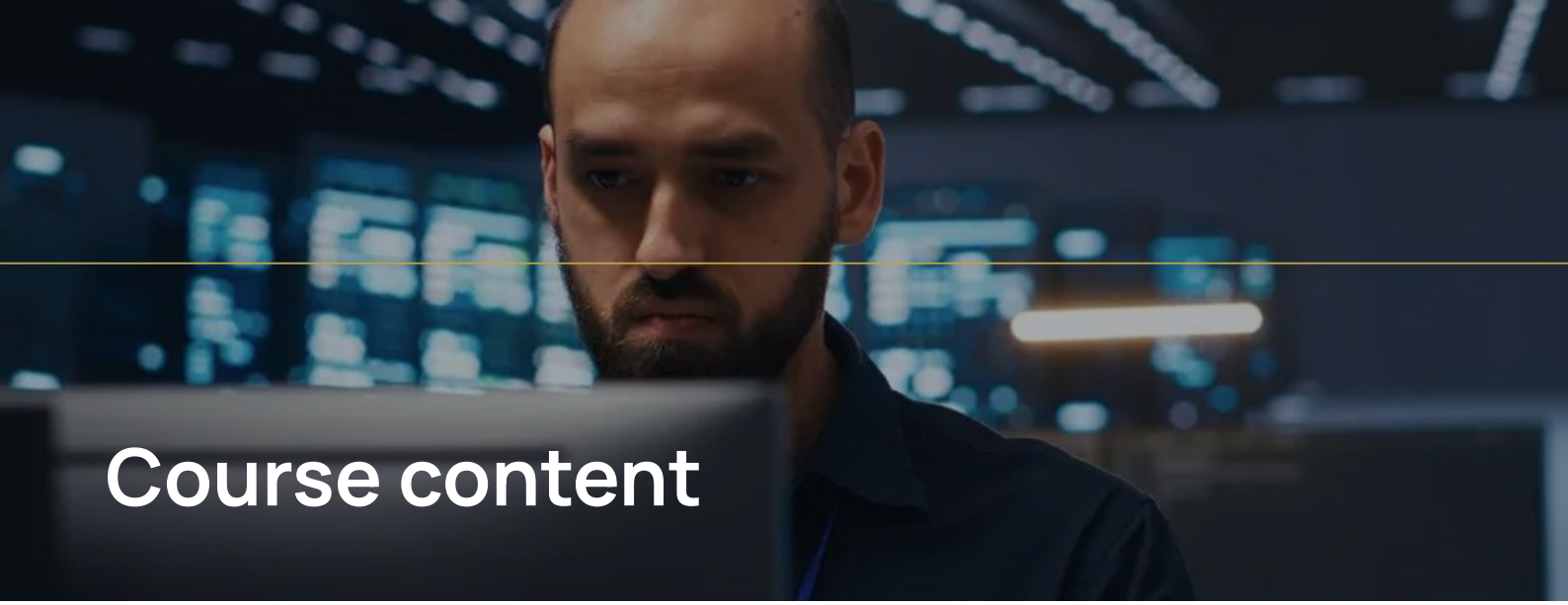
Data protection is a critical concern for organisations, especially with the rise of digital data and stringent regulations like GDPR. Professionals must grasp the complexities of data protection laws to ensure compliance and avoid significant penalties. This course addresses the pressing need for organisations to implement effective data protection strategies, enabling participants to confidently manage compliance tasks, conduct audits, and assess risks associated with personal data handling. Additionally, understanding the implications of data breaches and the importance of safeguarding sensitive information is vital for maintaining customer trust and organisational reputation.
Participants will engage in practical exercises that simulate real-world scenarios, such as conducting data protection impact assessments and responding to data breaches. By developing these capabilities, attendees will be prepared to fulfil the role of a Data Protection Officer, ensuring their organisation adheres to relevant regulations, builds trust with customers, and effectively communicates data protection policies across all levels of the organisation. This course will empower participants to make informed decisions regarding data management, implement robust data protection measures, and lead initiatives that promote a culture of privacy within their organisations.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a mix of case studies, interactive workshops, and practical simulations to reinforce learning. Participants will analyse real-world data breaches, engage in group discussions on compliance strategies, and complete hands-on exercises such as drafting data protection policies. Outputs will include a comprehensive data protection impact assessment and a tailored compliance strategy, ensuring participants can apply their knowledge effectively in their roles. Additionally, peer feedback will be integrated to enhance collaborative learning and understanding of diverse perspectives on data protection issues. This approach ensures that participants not only learn theoretical concepts but also gain practical skills applicable in their work environments.



Course content

Course objectives

By the end of this course, participants will be able to:
• Assess data protection laws and regulations relevant to their organisation's operations.
• Design a data protection policy that meets compliance requirements and organisational needs.
• Conduct a data protection impact assessment for a new project or initiative.
• Evaluate the effectiveness of existing data protection measures and identify gaps.
• Develop a response plan for potential data breaches, including notification procedures.
• Justify the implementation of data protection training for staff and stakeholders.

Target audience

This course is suitable for:
• Data Protection Officers responsible for compliance and risk management.
• Compliance officers seeking to enhance their data protection knowledge.
• IT professionals involved in data security and privacy initiatives.
• Legal advisors focusing on data protection law and regulations.

Target competencies

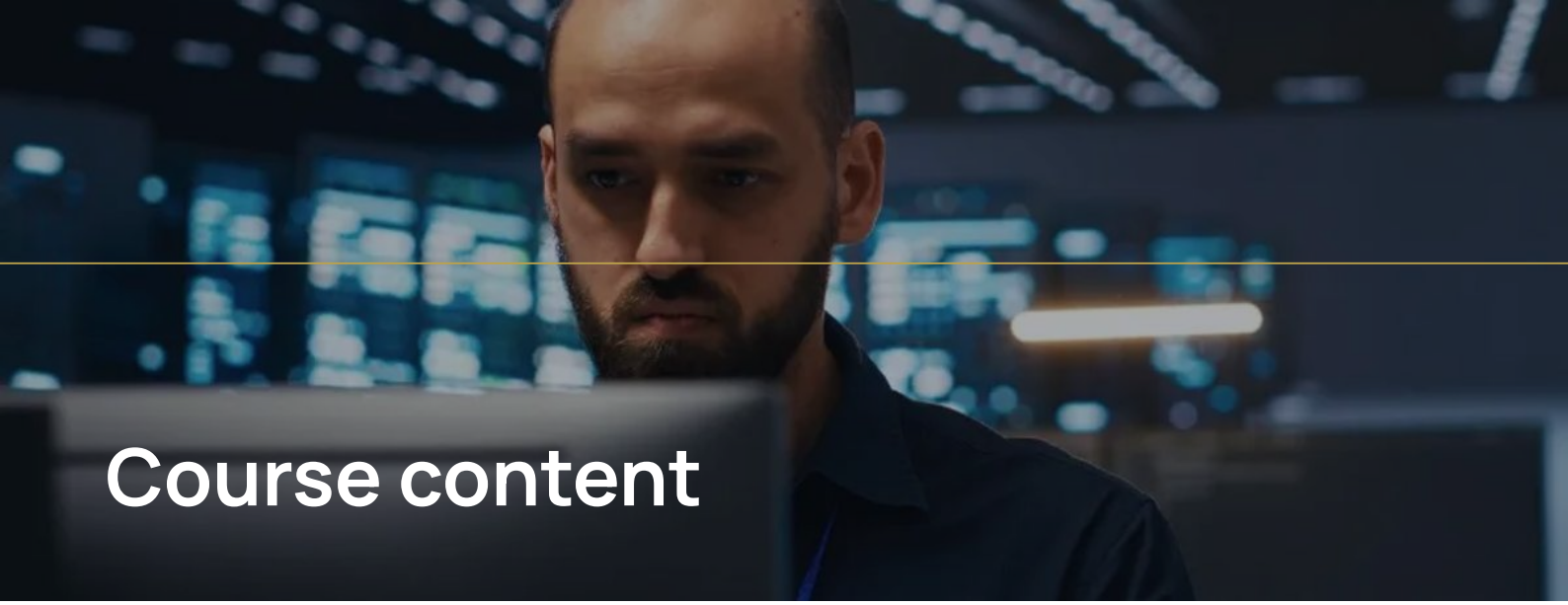
Participants will develop competencies in:
• Conducting thorough data protection assessments and audits.
• Implementing effective data protection policies and procedures.
• Managing data breach response and notification processes.
• Communicating data protection requirements to stakeholders.
• Analysing and interpreting data protection legislation.
• Fostering a culture of data protection awareness within the organisation.

Course outline

Day 1: Introduction to Data Protection and Legal Frameworks

Applied activity: Participants will review a fictional organisation's data handling practices and identify compliance gaps against GDPR requirements. They will consider the implications of their findings and how to address these gaps effectively, presenting their recommendations to the group for discussion.
Output: A report outlining identified gaps and actionable recommendations for compliance.

09:00–09:54	Overview of data protection principles and concepts relevant to GDPR and DPA 2018
09:54–10:48	Key legislation: GDPR, DPA 2018, and other relevant laws impacting data protection



Course content

10:48–11:00	Roles and responsibilities of a Data Protection Officer within an organisation
11:00–11:30	**Coffee break**
11:30–12:12	Roles and responsibilities of a Data Protection Officer within an organisation (continued)
12:12–13:06	Understanding personal data and sensitive data categories, including examples
13:06–14:00	Implications of non-compliance: penalties, reputational damage, and legal consequences

Day 2: Developing Data Protection Policies and Procedures

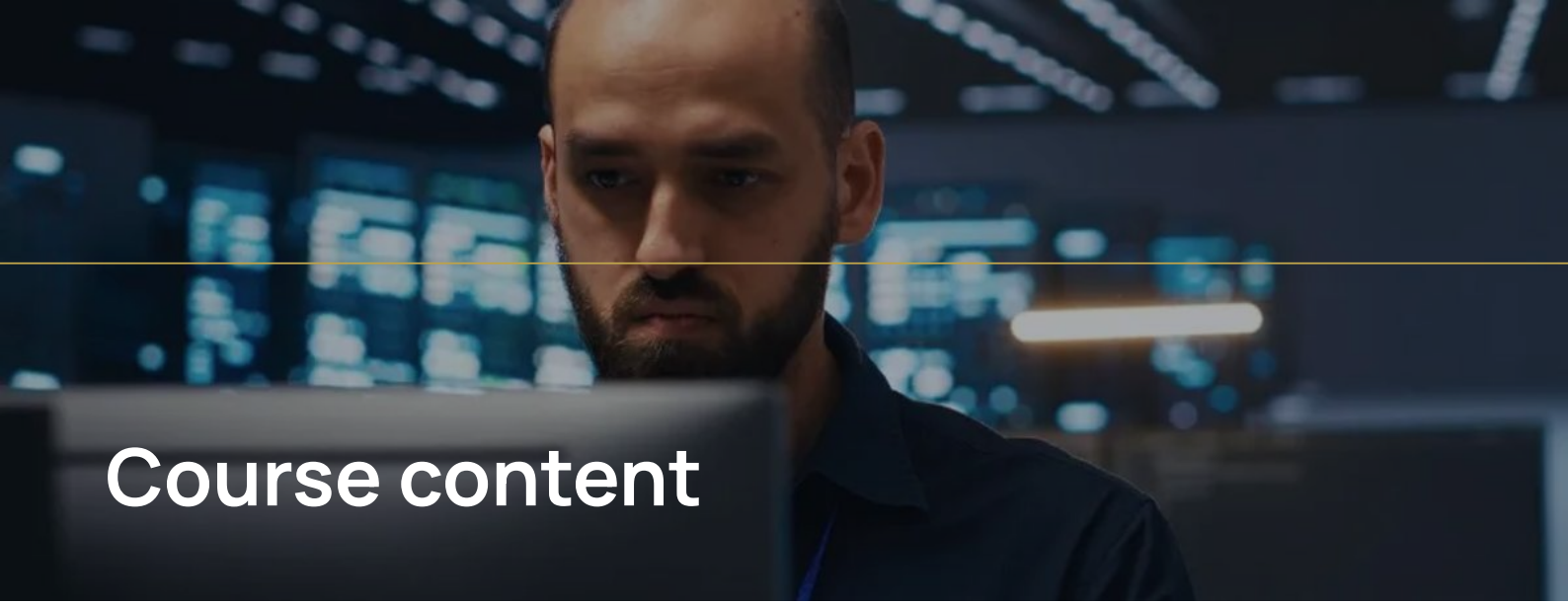
Applied activity: Participants will draft a data protection policy for a fictional organisation, incorporating best practices, legal requirements, and specific organisational needs. They will also consider stakeholder input and operational feasibility to ensure the policy is practical and effective.
Output: A comprehensive data protection policy document that outlines compliance measures.

09:00–09:54	Components of an effective data protection policy and its importance
09:54–10:48	Best practices for data retention and minimisation in line with legal requirements
10:48–11:00	Creating procedures for data subject rights requests, including access and erasure
11:00–11:30	**Coffee break**
11:30–12:12	Creating procedures for data subject rights requests, including access and erasure (continued)
12:12–13:06	Establishing data processing agreements with third parties to ensure compliance
13:06–14:00	Implementing data protection by design and by default in projects

Day 3: Conducting Data Protection Impact Assessments (DPIAs)

Applied activity: Participants will conduct a DPIA for a new project involving personal data processing. They will identify risks and propose mitigation measures based on established guidelines and organisational context, ensuring thorough documentation of their findings and recommendations.
Output: A completed DPIA report with risk assessment, mitigation strategies, and compliance recommendations.

09:00–09:54	Purpose and importance of DPIAs in identifying risks to personal data
09:54–10:48	Steps to conduct a DPIA, including stakeholder engagement and documentation
10:48–11:00	Identifying risks and mitigation strategies throughout the DPIA process
11:00–11:30	**Coffee break**
11:30–12:12	Identifying risks and mitigation strategies throughout the DPIA process (continued)



Course content

12:12–13:06	Engaging stakeholders in the DPIA process to ensure comprehensive assessment
13:06–14:00	Documenting and reporting DPIA findings for compliance and accountability

Day 4: Data Breach Management and Response Planning

Applied activity: Participants will create a data breach response plan for a fictional scenario, detailing notification procedures, communication strategies, and mitigation steps. They will ensure that all legal obligations are met and that stakeholders are informed throughout the process.
Output: A comprehensive data breach response plan that outlines roles, responsibilities, and communication strategies.

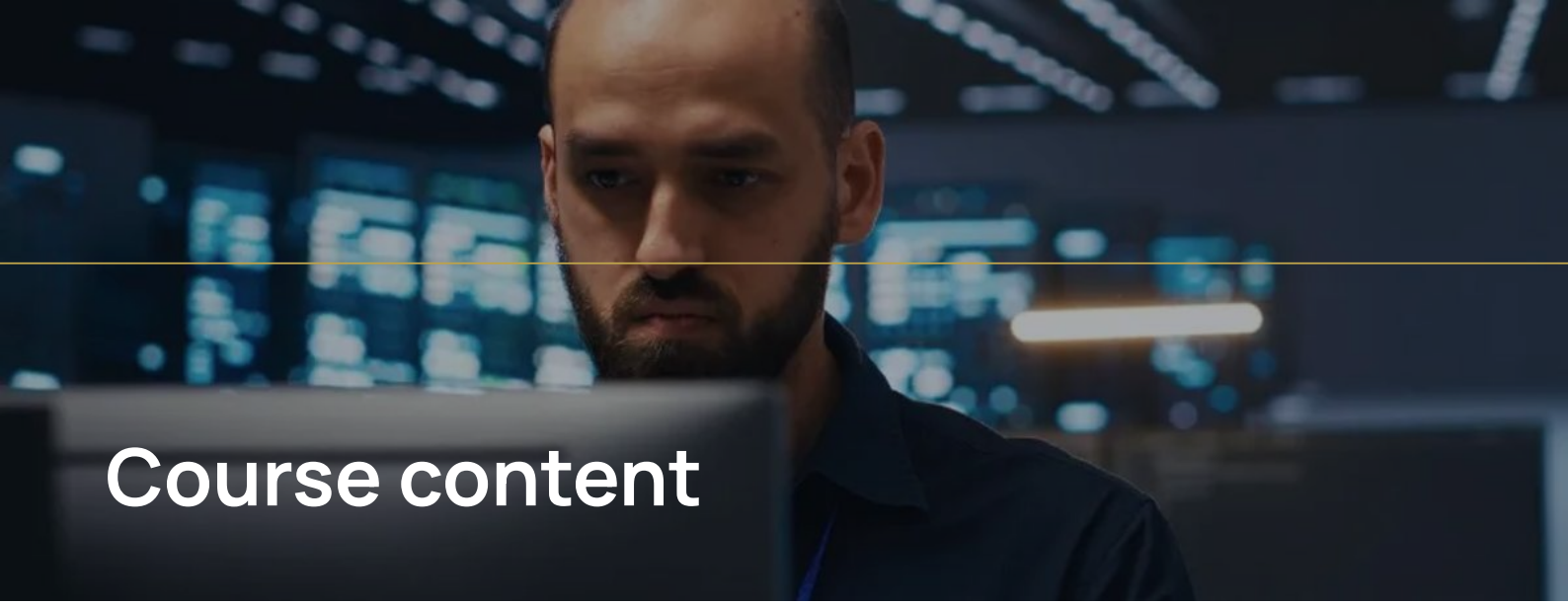
09:00–09:54	Understanding types of data breaches and their implications for organisations
09:54–10:48	Legal obligations for breach notification under GDPR and DPA 2018
10:48–11:00	Developing an incident response plan that outlines roles and responsibilities
11:00–11:30	**Coffee break**
11:30–12:12	Developing an incident response plan that outlines roles and responsibilities (continued)
12:12–13:06	Communicating with stakeholders during a breach, including customers and regulators
13:06–14:00	Post-breach analysis and lessons learned to improve future responses

Day 5: Integrating Data Protection into Organisational Culture

Applied activity: Participants will design a data protection training programme for employees, outlining key topics, delivery methods, and assessment strategies. They will ensure the programme meets organisational needs and fosters a culture of compliance and awareness among staff.
Output: A detailed training programme outline that includes objectives, content, and evaluation methods.

09:00–09:54	Importance of data protection training and awareness for all employees
09:54–10:48	Strategies for fostering a data protection culture across the organisation
10:48–11:00	Engaging employees in data protection initiatives through workshops and training
11:00–11:30	**Coffee break**
11:30–12:12	Engaging employees in data protection initiatives through workshops and training (continued)
12:12–13:06	Monitoring and auditing data protection compliance regularly to ensure effectiveness
13:06–14:00	Continuous improvement in data protection practices based on feedback and audits

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



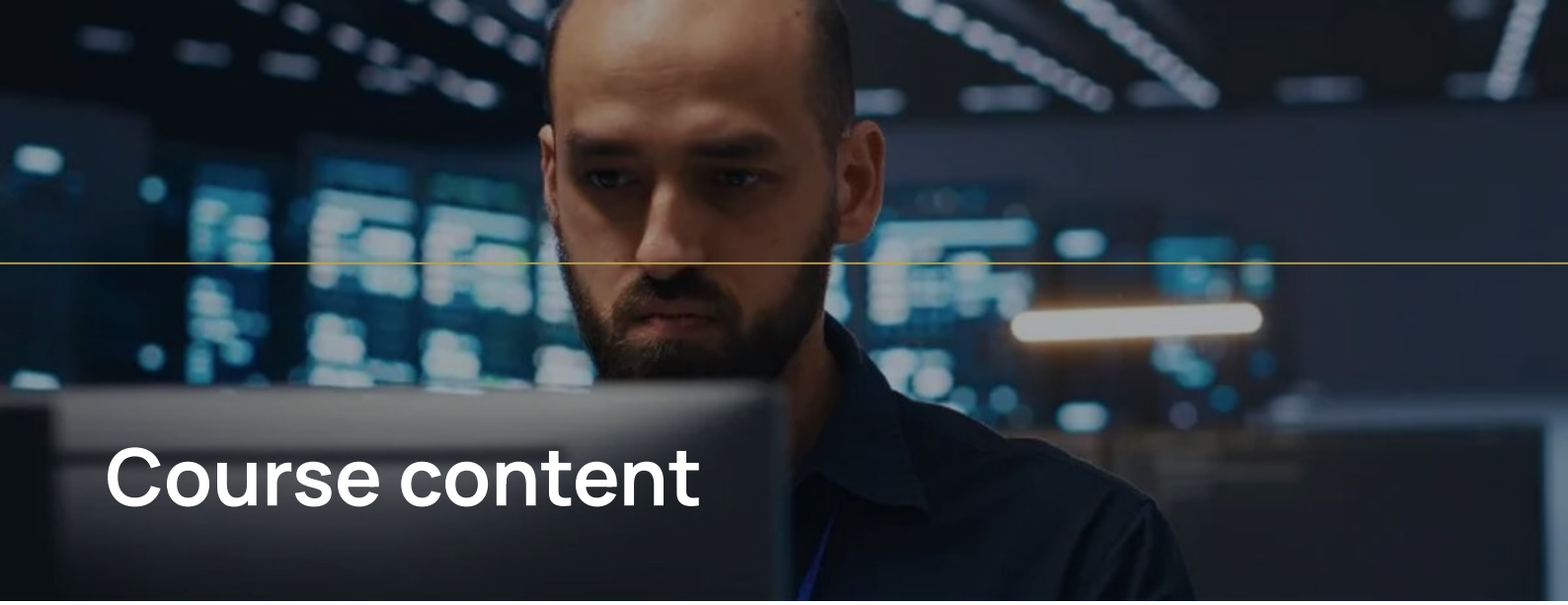
Course content

sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

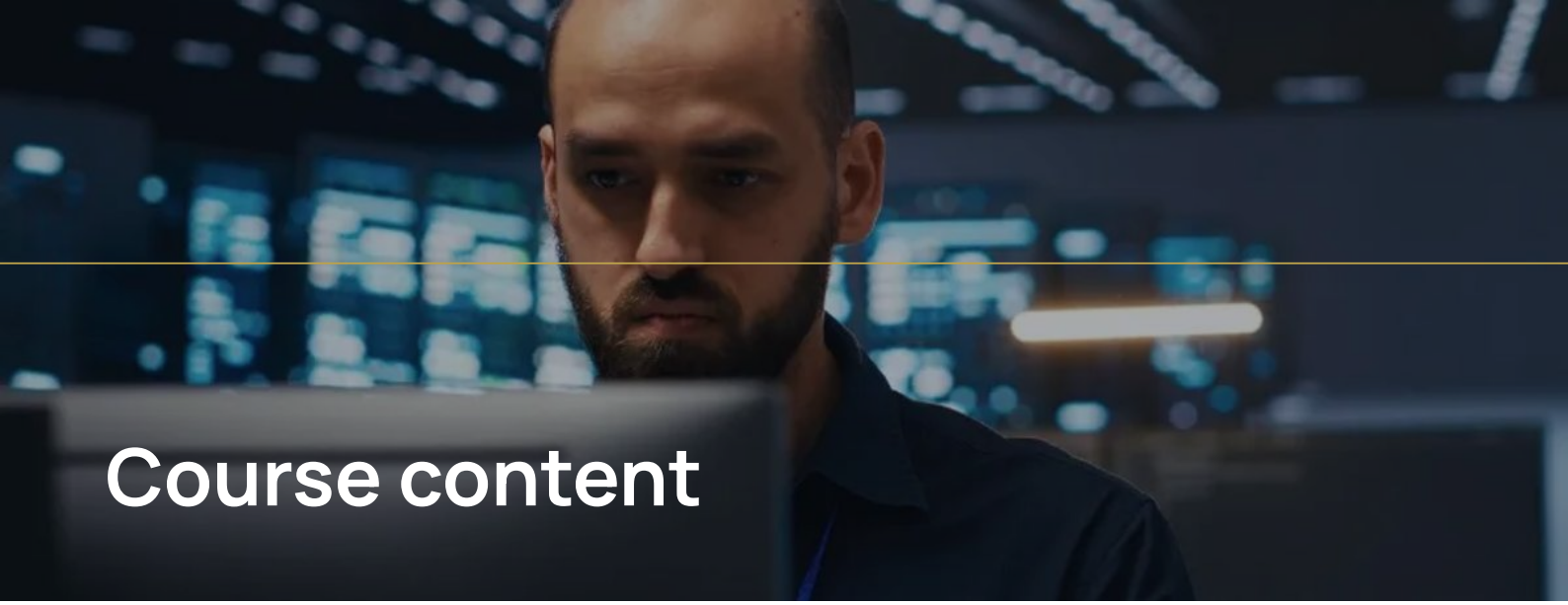
Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,820.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Vienna Confirmed dates	30 Nov 2026	4 Dec 2026	**£2,940.–**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**£1,250.–**
London Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**£3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



Course content

Dates, venues and fees (continued)

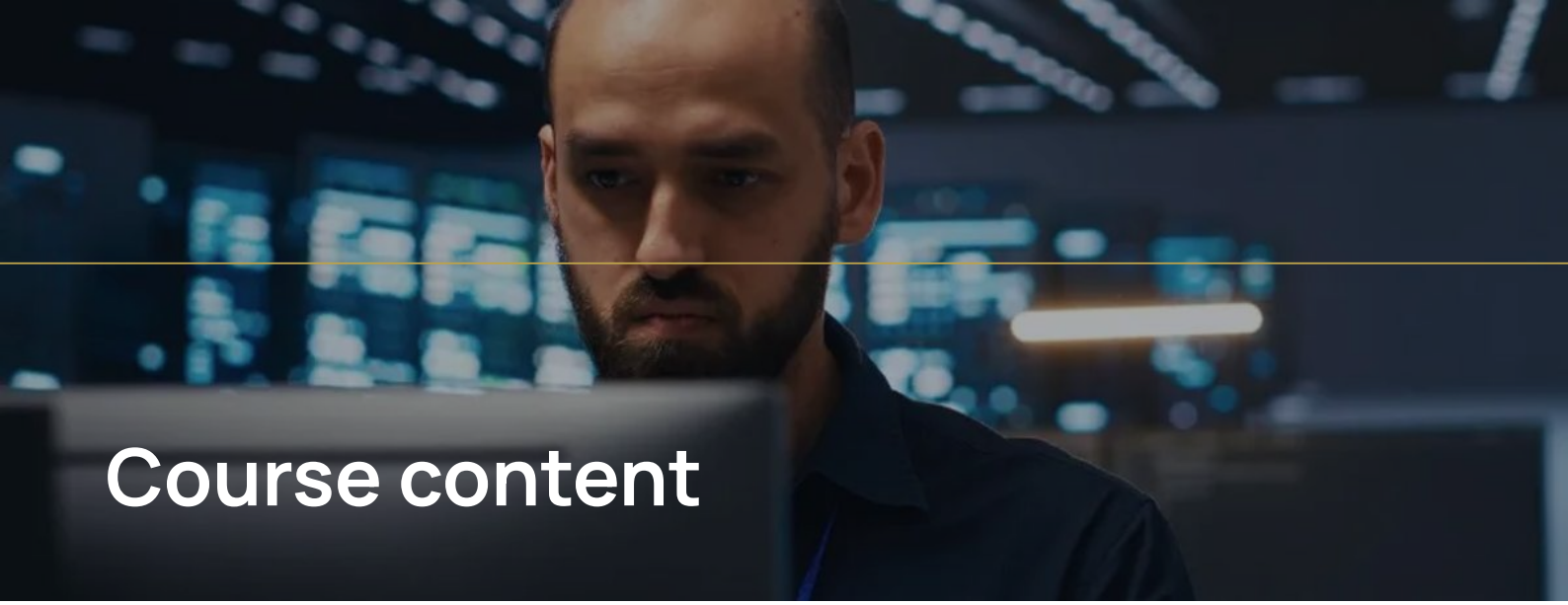
Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,650.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,450.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.–**
Paris Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,860.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.–**
Istanbul Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,650.–**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Amsterdam Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,540.–**



Course content

Dates, venues and fees (continued)

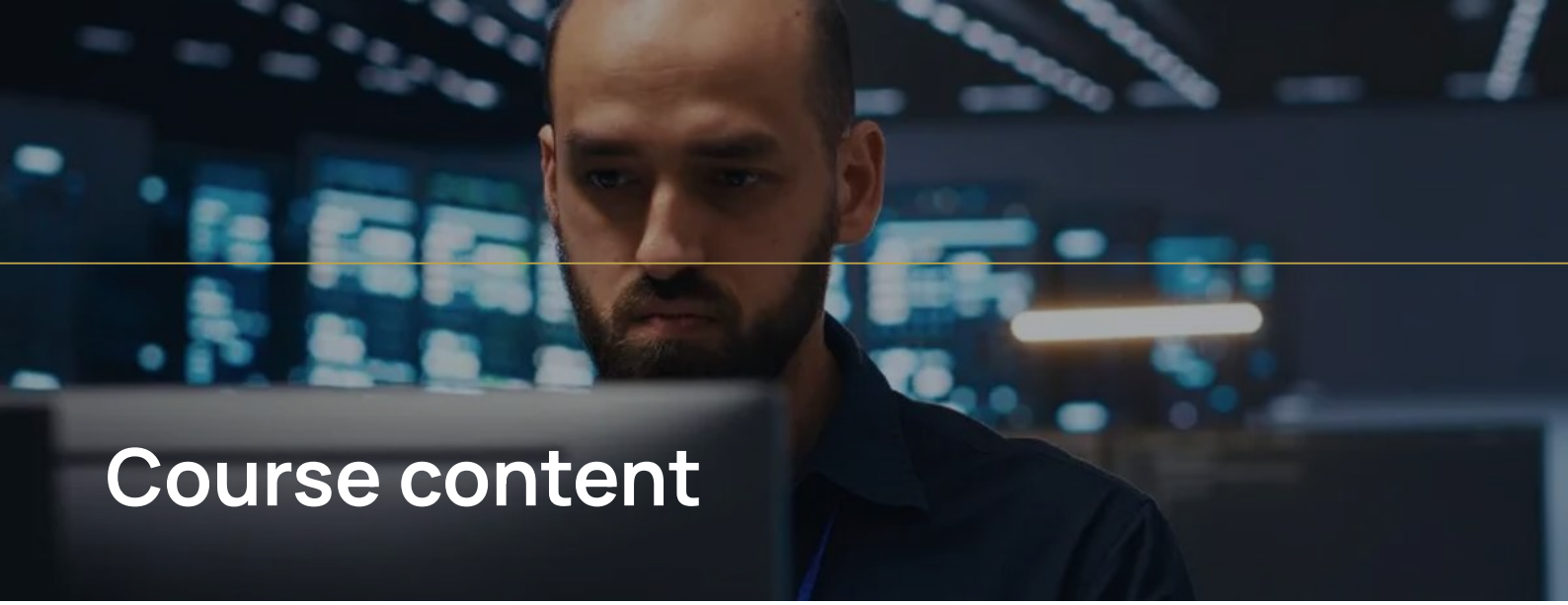
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Singapore Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,820.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**
Dubai Confirmed dates	19 Apr 2027	23 Apr 2027	**£3,150.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

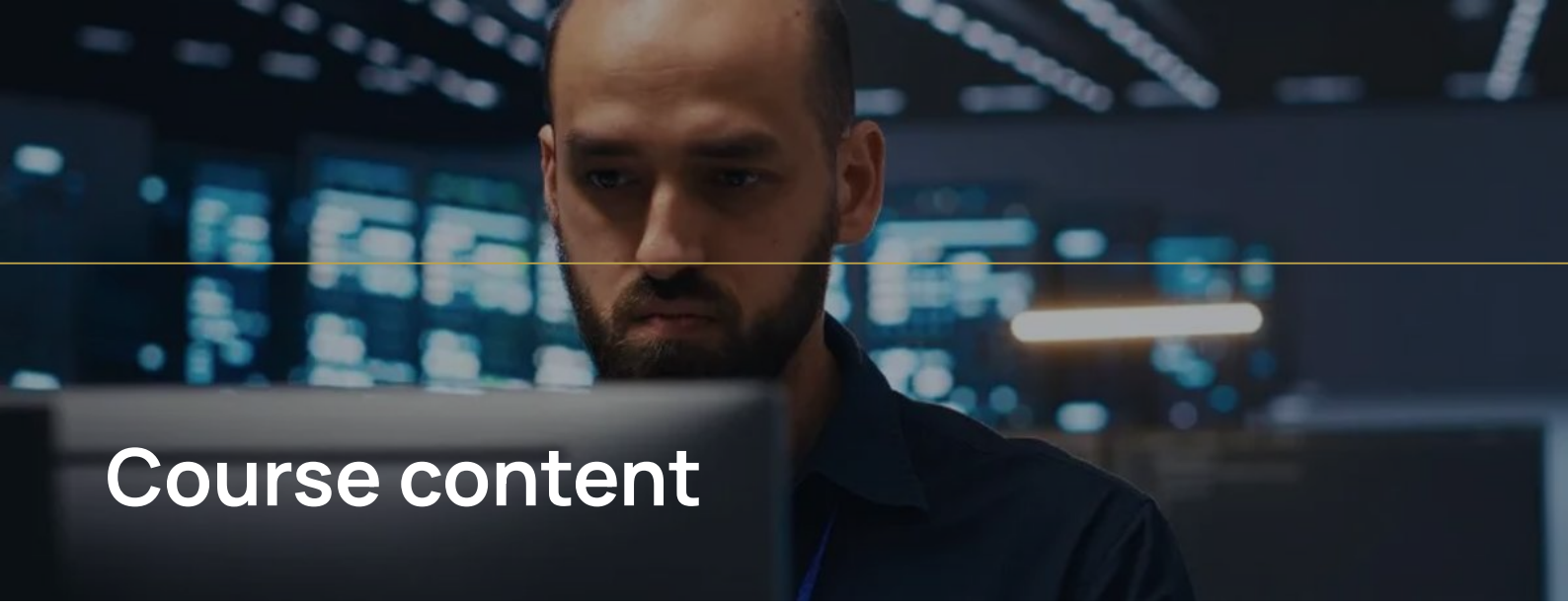
Venue	Start date	End date	Fee (GBP)
Cape Town Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,890.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**£1,250.–**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**£2,650.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	17 May 2027	21 May 2027	**£1,450.–**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.–**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,860.–**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Istanbul Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.–**



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Dates, venues and fees (continued)

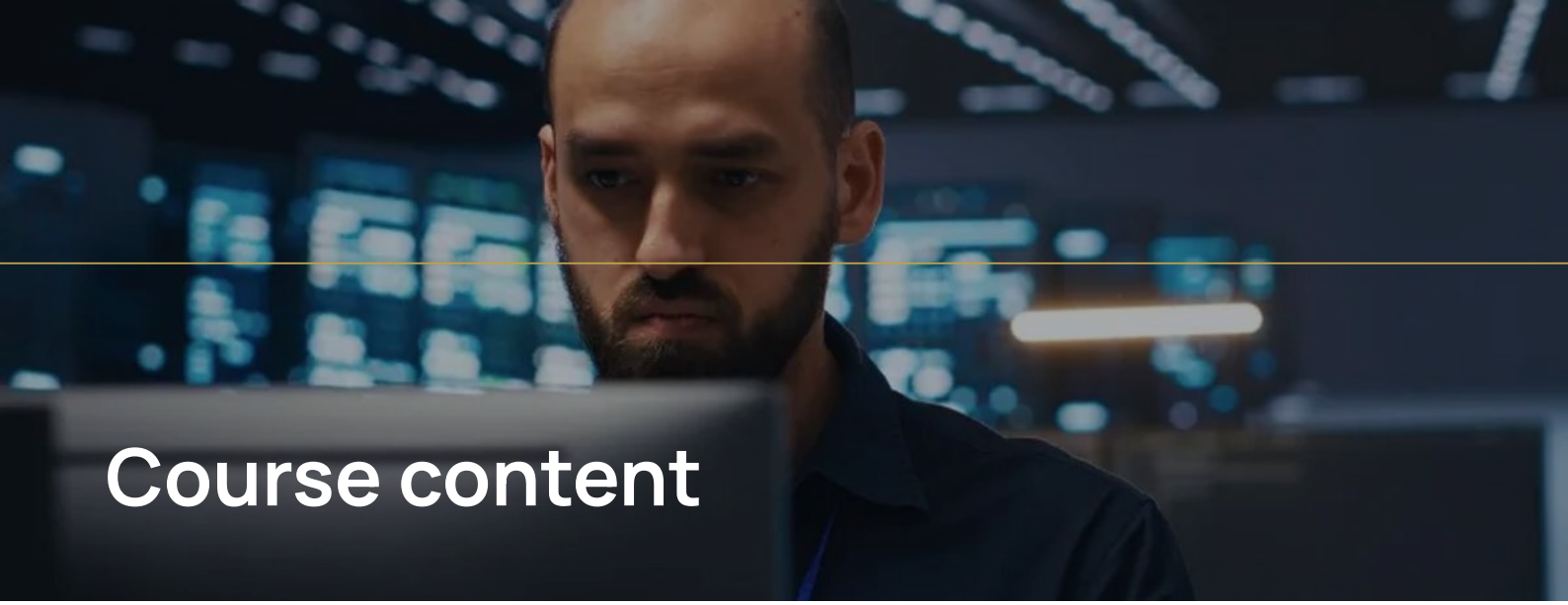
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Cape Town Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,890.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**£1,250.-**
Amsterdam Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,540.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
Singapore Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,820.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
London Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**



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Dates, venues and fees (continued)

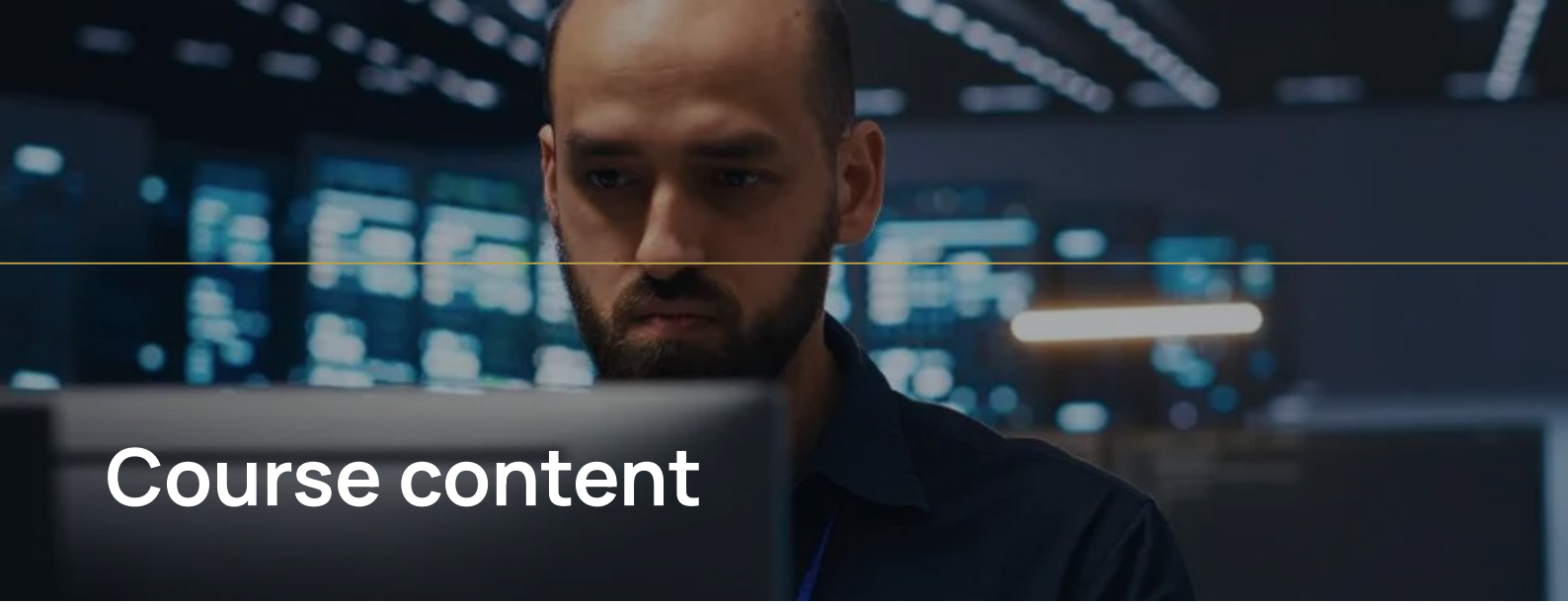
Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**£3,150.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	30 Aug 2027	3 Sept 2027	**£2,840.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Frankfurt Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,650.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
Paris Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,860.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
Istanbul Confirmed dates	18 Oct 2027	22 Oct 2027	**£2,650.–**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**£1,250.–**
Amsterdam Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,540.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Rome Confirmed dates	8 Nov 2027	12 Nov 2027	**£2,450.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**£1,250.–**
Singapore Confirmed dates	15 Nov 2027	19 Nov 2027	**£2,820.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
London Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,450.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**
Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**£3,150.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

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