



5-DAY DATA PRIVACY CERTIFICATION COURSE

DAY 1 – Introduction to Data Privacy

MORNING SESSION

09:00 AM – 10:30 AM Overview of Data Privacy Laws in the Philippines

- Key provision of the Data Privacy Act
- Recent developments

10:30 AM – 10:45 AM BREAK

10:45 AM – 12:00 PM Principles of Data Privacy

- Key Principles of Data Protection (Transparency, Legitimate Purpose, Proportionality)
- 5 pillars of Data Privacy
- Privacy by design

AFTERNOON SESSION

01:30 PM – 03:00 PM Classification and Processing of Personal Data

- Key Principles of Data Protection (Transparency, Legitimate Purpose, Proportionality)
- 5 pillars of Data Privacy
- Privacy by design

03:00 PM – 03:15 PM BREAK

03:15 PM – 04:30 PM Understanding Consent and Data Subject Rights

- Examination of nuances in obtaining and managing consent under different scenarios

04:30 PM – 05:00 PM Short Quiz on Discussed Topics



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DAY 2

MORNING SESSION

09:00 AM - 10:30 AM **Obligations of Data Controllers and Processors**

- Differentiation between roles and responsibilities of controllers and processors

Roles and Responsibilities of a Data Privacy Officer (“DPO”)

- Detailed breakdown of DPO duties in different organizational structures
- Strategies for effective communication with stakeholders regarding data privacy concerns

10:30 AM - 10:45 AM **BREAK**

10:45 AM - 12:00 PM **Discussion on Privacy Policies and Notices**

- Key elements and structure of effective privacy policies and notices
- Legal and ethical considerations in drafting privacy documents
- Strategies for communicating privacy information to data subjects clearly and transparently

01:30 PM - 03:00 PM **Data Privacy Compliance Checks and Road Mapping**

- Techniques for conducting regular compliance checks and audits
- Developing a compliance roadmap tailored to organizational needs

03:00 PM - 03:15 PM **BREAK**

03:15 PM - 04:30 PM **Data Inventory and Data Flow Mapping**

- Step-by-step guidance on conducting thorough data mapping exercises
- Tools and techniques for identifying and assessing data flows across systems and processes

04:30 PM - 05:00 PM **Workshop on Data Inventory and Data Flow Mapping**

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DAY 3

MORNING SESSION

09:00 AM - 10:30 AM **Conducting a Privacy Impact Assessment (“PIA”)**

- Explanation of PIA methodology and its importance to risk management
- Best practices for integrating PIAs into project lifecycle

10:30 AM - 10:45 AM **BREAK**

10:45 AM - 12:00 PM **In-depth DPIA Processes and Case Studies**

- Advanced techniques for conducting comprehensive DPIAs
- Analysis of DPIA outcomes in real-world scenarios

Privacy Management Program

- Reporting Mechanisms
- Privacy Manual
- Privacy Notice

01:30 PM - 03:00 PM **Breach Management**

- Discussion on the Types of Breaches
- Incident Response Planning and Management
- Notification in case of breach
- Security Incident Management Policy

03:00 PM - 03:15 PM **BREAK**

03:15 PM - 04:15 PM **Data Protection Considerations**

- Security of Personal Information
- Common Risks and Weaknesses

04:15 PM - 05:00 PM **Workshop on PIA and Breach Management**



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DAY 4

MORNING SESSION

09:00 AM - 10:30 AM **Implementation of Privacy and Data Protection Measures**

- Privacy Policy
- Privacy Notice
- Consent forms
- Third party/outsourcing agreements

10:30 AM - 10:45 AM **BREAK**

10:45 AM - 12:00 PM **Registration with the NPC: Procedure and Requirements**

- Step-by-step guidance on the registration process with the National Privacy Commission
- Common pitfalls to avoid during registration and renewal processes

01:30 PM - 02:00 PM **Handing out of Case studies for PIA workshop**

02:00 PM - 05:00 PM **Breakout session to conduct a PIA and prepare for presentation**



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DAY 5

MORNING SESSION

09:00 AM - 10:30 AM Presentation of PIA

10:30 AM - 10:45 AM BREAK

10:45 AM - 12:00 PM Presentation of PIA

AFTERNOON SESSION

02:00 PM - 04:00 PM DPO Certification exam