



Consulting and Training | Reach New Heights

Course Name

Certified Data Protection Officer (CDPO)

Sector Name

Internationally Certified Training Programs

Document Type

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Certified Data Protection Officer (CDPO)

Course Introduction

With the increasing reliance on digital platforms, cloud services, and data-driven operations, organizations face growing responsibilities to protect personal data and comply with privacy regulations. Failure to manage privacy obligations can result in legal penalties, reputational damage, operational disruption, and loss of customer trust. As a result, the role of the Data Protection Officer (DPO) has become critical to ensuring compliance, promoting a strong privacy culture, and establishing effective data protection governance.

To support organizations in meeting these obligations, **BOOST Consulting & Training** has developed the Certified Data Protection Officer (CDPO) program. This course equips participants with the practical knowledge and professional competencies required to perform the DPO role effectively and confidently.

The program focuses on privacy governance, legal and regulatory requirements, data subject rights, privacy risk assessment, Data Protection Impact Assessments (DPIAs), data breach response, privacy by design, vendor oversight, and audit readiness. By the end of the program, participants will be able to support organizational privacy compliance programs, manage privacy risks, and implement

sustainable data protection practices aligned with international best practices.

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Certified Data Protection Officer (CDPO)

Target Audience

- ✓ Current or aspiring Data Protection Officers (DPOs)
- ✓ Privacy and data protection professionals
- ✓ Compliance, legal, and risk management professionals
- ✓ Information security and cyber security professionals
- ✓ IT managers and system owners handling personal data
- ✓ Internal auditors and governance professionals
- ✓ HR, marketing, and operations professionals involved in personal data processing

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Certified Data Protection Officer (CDPO)

Learning Objectives

- ✓ Understand the role, responsibilities, and competency requirements of a Data Protection Officer (DPO)
- ✓ Interpret key privacy principles and regulatory requirements based on GDPR-style frameworks and related standards
- ✓ Establish and manage an effective privacy governance and compliance program
- ✓ Identify personal data processing activities and maintain Records of Processing Activities (ROPA)
- ✓ Apply structured processes for handling data subject rights (access, rectification, erasure, portability, etc.)
- ✓ Conduct and document Data Protection Impact Assessments (DPIAs) and privacy risk assessments
- ✓ Implement privacy by design and privacy by default controls across systems and business processes
- ✓ Manage personal data breaches through incident response, reporting, and communication procedures
- ✓ Monitor third-party and vendor compliance through contracts, due diligence, and ongoing oversight

Certified Data Protection Officer (CDPO)

Course Outline

✓ DAY 01

Privacy Fundamentals, Data Protection Principles, and the DPO Role

- ✓ Introduction to data privacy and data protection concepts
- ✓ Key privacy principles (lawfulness, fairness, transparency, minimization, etc.)
- ✓ Overview of global privacy regulations and GDPR-style frameworks
- ✓ Role, responsibilities, and independence of the DPO
- ✓ Ethical considerations and accountability in privacy management
- ✓ Building a privacy-aware organizational culture

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Course Outline

✓ Day 02

Privacy Compliance Program, Policies, and Records of Processing (ROPA)

- ✓ Components of a privacy compliance framework
- ✓ Developing privacy policies, notices, and procedures
- ✓ Identifying and mapping personal data processing activities
- ✓ Creating and maintaining Records of Processing Activities (ROPA)
- ✓ Data classification and data flow mapping
- ✓ Integrating privacy with information security and governance programs

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Course Outline

✓ Day 03

Data Subject Rights, Consent Management, and Privacy Controls

- ✓ Understanding data subject rights and organizational obligations
- ✓ Processes for handling access, correction, deletion, and portability requests
- ✓ Consent management and lawful basis for processing
- ✓ Managing cookies, tracking, and digital consent mechanisms
- ✓ Implementing privacy controls in business processes
- ✓ Documentation and evidence of compliance

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Course Outline

✓ Day 04

DPIA, Privacy Risk Management, and Third-Party Data Processing Oversight

- ✓ Identifying high-risk processing activities
- ✓ Conducting Data Protection Impact Assessments (DPIAs)
- ✓ Privacy risk identification, analysis, and mitigation
- ✓ Vendor and third-party data processing risks
- ✓ Data processing agreements (DPAs) and contractual safeguards
- ✓ Ongoing monitoring of third-party privacy compliance

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Course Outline

✓ Day 05

Data Breach Response, Audit Readiness, Monitoring, and Privacy Program Improvement

- ✓ Identifying and classifying personal data breaches
- ✓ Incident response procedures for privacy breaches
- ✓ Regulatory and stakeholder breach notification requirements
- ✓ Preparing for privacy audits and regulatory inspections
- ✓ Monitoring privacy program performance and KPIs
- ✓ Continuous improvement and maturity of privacy governance

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Abu Dhabi

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