

## Award in GDPR for the Data Protection Officer

### Applying for this course:

Individuals who completed compulsory schooling up to 65 years of age, and who hold MQF Level 2 Qualification OR have at least 3 years' work experience. For further information, kindly contact us on [ga.jobsplus@gov.mt](mailto:ga.jobsplus@gov.mt) stating your ID card number, attaching copies of your qualifications and a copy of your CV highlighting your work experience.

### Course Duration

This course is of 20 hours duration and consists of one Module.

### General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of discussions, class work case studies and hands-on training. These will enable learners to practice and consolidate the classroom training. The trainer will also be holding lessons with the learners which will consist of various presentations, including demonstrations.

### General assessment policy and procedures for this course:

The Learner will be assessed through an Ongoing Assessment that will take place throughout the duration of the course. The ongoing assessment will take into consideration the learner's classroom participation throughout the entire course, and will take place by way of oral exercises, practical exercises, one-to-one questions, quizzes, and group activities. There will also be a 1 hour written assessment at the end of the course. The ongoing assessment will contain 30% while the written assessment will contain 70% of the total mark.

### Module 1 Learning Outcomes- **GDPR for the DPO**

<ul style="list-style-type: none"><li>✓ Comply with GDPR regulations</li><li>✓ Plan for compliance – including Privacy Compliance Frameworks and Gap Analysis</li><li>✓ Identify the legal requirements in relation to GDPR rules and regulations</li><li>✓ Identify the rights and consent given, and describe what might lead to lawful processing</li><li>✓ Describe the use of data processing for marketing purposes</li><li>✓ Define Subject Access Requests</li></ul>	<ul style="list-style-type: none"><li>✓ Define Cloud Data and explain how to deal with third parties</li><li>✓ Discuss the practical implications of GDPR</li><li>✓ List the obligations pertaining to notifications</li><li>✓ List the obligations of the controller as per Chapter 4 of the GDPR – the principle of accountability</li><li>✓ Discuss how one can protect personally identifiable information</li></ul>
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<ul style="list-style-type: none"> <li>✓ List the common data security failures and their consequences</li> <li>✓ Describe the privacy principle in GDPR</li> <li>✓ Explain the Data Protection Impact Assessment (DPIA)</li> <li>✓ Define the Personal Information Management System (PIMS)</li> <li>✓ List the reporting requirements in case of data breach</li> </ul>	<ul style="list-style-type: none"> <li>✓ State the potential penalties for non-compliance</li> <li>✓ List the rights of data subjects</li> <li>✓ Identify the roles and responsibilities of Data Controllers and Processors</li> <li>✓ Describe the Binding Corporate Rules (BCR)</li> <li>✓ Define the Data Protection Impact Assessments (DPIA)</li> <li>✓ Discuss the Breach Reporting and Responses</li> </ul>
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**Module Assessment:**

The ongoing assessment will take into consideration the learner’s classroom participation throughout the entire course, and will take place by way of oral exercises, practical exercises, one-to-one questions, quizzes, and group activities. The ongoing assessment will contain 30%.

There will also be a 1 hour written assessment at the end of the course. The written assessment will contain 70% of the total mark.

The Malta Further and Higher Education Authority (MFHEA) deems this certificate to be at Level 4 of the Malta Qualifications Framework and the European Qualifications Framework for Lifelong Learning. This course comprises study modules to which a total of 1 ECTS points are assigned.