



# إتقان دور مسؤول حماية البيانات وفهم المهارات والمسؤوليات



**AGILE LEADERS**  
Training Center

06 - 10 Apr 2027  
بأكو



## إتقان دور مسؤول حماية البيانات وفهم المهارات والمسؤوليات

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### Course Overview:

The course provides complete knowledge and practical skills for aspiring Data Protection Officers DPOs or professionals seeking to enhance their expertise in GDPR compliance. It covers the essential role of the DPO, their responsibilities, appointing and designating a DPO, and monitoring GDPR. Emphasis is placed on CNIL support for DPOs and legal obligations. The course ensures participants are well-equipped to handle the evolving landscape of data protection, including internal vs. external DPO roles, shared DPO responsibilities, and compliance tools tailored to organizational needs.

### Target Audience:

- Data Protection Officers DPOs
- Compliance Officers
- IT Security Managers
- Legal and Regulatory Affairs Managers
- Data Privacy Consultants
- HR Managers dealing with data protection
- Business Leaders seeking GDPR compliance expertise

### Targeted Organizational Departments:

- Legal and Compliance
- IT and Information Security
- Human Resources
- Risk Management
- Data Protection and Privacy

### Targeted Industries:

- Healthcare
- Finance & Banking
- E-commerce
- Government Agencies
- Telecommunications

## Course Offerings:

By the end of this course, participants will be able to:

- Understand the role of the Data Protection Officer DPO and their advisory responsibilities.
- Navigate the GDPR compliance process and ensure proper documentation of data processing.
- Learn the process of appointing and designating a DPO, whether internal or external.
- Use effective compliance tools and DPO resources to support their organization.
- Monitor and maintain GDPR compliance across various departments.
- Handle CNIL data protection standards and manage legal obligations tied to the DPO role.

## Training Methodology:

This course uses various engaging training methods to ensure that participants understand the detailed aspects of the DPO role. It includes case studies, group discussions, role-playing exercises, and interactive sessions focused on the practical application of data protection.

## Course Toolbox:

- ebooks.
- DPO designation factsheets and templates for data processing monitoring.
- Online resources and checklists on data protection compliance.
- A template for DPO mission statement and role definition within organizations.

## Course Agenda:

### Day 1: Introduction to Data Protection and the Role of the DPO

- Foreword: Understanding the Importance of Data Protection
- Topic 1: What Are the CNIL's Missions?
- Topic 2: The Role of the DPO: Overview and Key Responsibilities
- Topic 3: Advising and Supporting the Organization in GDPR Compliance
- Topic 4: Monitoring the Effectiveness of GDPR Compliance Rules
- Topic 5: Being the Organization's Point of Contact on GDPR Matters
- Topic 6: Recap of CNIL's Mission and the DPO's Role in Organizations
- Reflection & Review:

### Day 2: Designating a Data Protection Officer DPO

- Ensuring the Documentation of Data Processing for GDPR Compliance
- Topic 1: Factsheet 1: In Which Cases Should a DPO Be Appointed?
- Topic 2: Factsheet 2: Who Can Be Designated as a DPO?
- Topic 3: Factsheet 3: Internal or External DPO - How to Make the Decision?
- Topic 4: Factsheet 4: The Process of Appointing a DPO
- Topic 5: Best Practices for DPO Appointment in Different Organizations
- Topic 6: Reviewing the Process of DPO Designation and Key Appointment Factors
- Reflection & Review:

### Day 3: Performing the Function of the DPO

- Factsheet 5: What Resources Should Be Allocated to the DPO? Topic 1: •
- Factsheet 6: Understanding the Legal Status of the DPO Topic 2: •
- Factsheet 7: Managing DPO Replacement, Leave, or Departure Topic 3: •
- How to Support the DPO in Performing Their Functions Effectively Topic 4: •
- Ensuring Continuous GDPR Monitoring and Oversight Topic 5: •
- Managing Data Protection Compliance Across Different Departments Topic 6: •
- Evaluating the Performance of DPOs and Their Impact on GDPR Compliance Reflection & Review: •

### Day 4: CNIL Support for DPOs and Compliance Tools

- How Does the CNIL Support DPOs? Overview of Available Tools Topic 1: •
- Tools for Training DPOs: Resources and Programs Topic 2: •
- Tools for Finding GDPR Compliance Answers Topic 3: •
- DPO Compliance Tools: Ensuring Continuous Data Protection Topic 4: •
- FAQ: What Does the Designation of a DPO Bring to My Organization? Topic 5: •
- How to Use CNIL Resources to Strengthen Your DPO Team Topic 6: •
- Reviewing CNIL's Role in Supporting Data Protection Officers Reflection & Review: •

### Day 5: Implementing Best Practices and Appendices for DPOs

- Appendix 1: Key Questions to Ask When Appointing a DPO Topic 1: •
- Appendix 2: DPO Mission Statement Template for Organizations Topic 2: •
- Appendix 3: The DPO Designation Form: How to Use It Topic 3: •
- Appendix 4: Glossary of Essential Terms for DPOs Topic 4: •
- How to Train a DPO: Best Practices for Continuous Learning Topic 5: •
- Long-Term Strategies for Sustaining GDPR Compliance Topic 6: •
- Final Reflection on the Role of the DPO and Course Review Reflection & Review: •

### How This Course is Different from Other DPO Courses:

What sets this course apart from similar programs is its focus on practical application and complete GDPR compliance. While other courses may only cover theoretical aspects, this course dives deep into the operational responsibilities of the DPO, from the appointment process to daily GDPR monitoring. It also emphasizes hands-on training through case studies, role-playing exercises, and real-time use of DPO support tools. Participants will leave with a practical understanding of how to handle data protection documentation, manage internal vs external DPO challenges, and navigate CNIL's regulatory framework. This course is designed for real-world implementation, offering unique insights into DPO legal obligations and the continuous support needed to ensure data privacy compliance.



## فئات الدورات التدريبية



HR TRAINING &  
DEVELOPMENT

دورات إدارة و تطوير الموارد البشرية



دورات إدارة و تحليل البيانات ودورات علم  
البيانات



دورات إدارة الجودة وتطوير العمليات



الدورات التدريبية في مجال البيئة والاستدامة



دورات التسويق وإدارة علاقات العملاء وإدارة  
المبيعات



دورات التدريب القانوني والمشتريات  
والتعاقدات



دورات الاتصال الجماهيري و السياسات  
والعلاقات العامة



دورات النظم السبراني ودورات تقنية  
المعلومات



دورات الصيانة ودورات المجالات الهندسية  
المتنوعة



دورات الصحة والسلامة والأمن المهني



دورات السكرتارية و إدارة المكاتب



دورات الحوكمة وإدارة المخاطر والامتثال



## فئات الدورات التدريبية



دورات معتمدة بشهادة CPD



دورات في مجالات القيادة والإدارة



دورات المهارات الشخصية وتطوير الذات



دورات المحاسبة و التمويل و دورات الإدارة  
الهائية



دورات مكتب إدارة المشاريع وإدارة المشاريع  
الرشيقية



دورات معتمدة من قبل هيئات دولية

## مدن التدريب



اسطنبول - تركيا



أمستردام - هولندا



أنقرة - تركيا



أثينا - اليونان



الرياض - المملكة العربية السعودية



الدوحة - قطر



الدار البيضاء - المغرب



الجبيل - المملكة العربية السعودية



باريس - فرنسا



المنامة - مملكة البحرين



الكويت - الكويت



القاهرة - مصر



براغ - جمهورية التشيك



بانكوك - تايلاند



بالي - جمهورية إندونيسيا



باكو - أذربيجان

## مدن التدريب



جاكرتا - جمهورية اندونيسيا



تيليسي - جورجيا



بوكيت - تايلاند



برشلونة - اسبانيا



روما - ايطاليا



دبي - الامارات العربية المتحدة



جوهانسبرغ - جنوب افريقيا



جنيف - سويسرا



شهر الشيخ - مصر



سيول - كوريا الجنوبية



سان دييغو - الولايات المتحدة  
الامريكية



زنبار - تنزانيا



طوكيو - اليابان



طشقند - اوزبكستان



طرابزون - تركيا



شيكاغو - الولايات المتحدة  
الامريكية

## مدن التدريب



كوالالمبور - ماليزيا



فيينا - النمسا



عن بعد - منصة زووم



عمان - المملكة الأردنية الهاشمية



ماربيا - اسبانيا



لندن - المملكة المتحدة



لانكاوي - ماليزيا



كيب تاون - جنوب إفريقيا



ميلان - إيطاليا



مونترنو - سويسرا



مسقط - سلطنة عمان



مدريد - إسبانيا



نيس - فرنسا



نيروبي - كينيا



ميونخ - ألمانيا

# WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced experts in vocational training and development. With 20 years of industry experience, we are committed to helping executives and managers replace traditional practices with more effective and agile approaches.

## OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

## OUR MISSION

We are dedicated to developing value-adding, customer-centric agile training courses that deliver a clear return on investment. Guided by our core agile values, we ensure our training is actionable and impactful.

## WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a real-life return on investment. Our courses focus on enhancing knowledge, improving skills, and changing attitudes. We achieve this through engaging and interactive training techniques, including Q&As, live discussions, games, and puzzles.



**AGILE LEADERS**  
Training Center

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