



## EU GDPR Certification Program for EU-INDONESIAN Data Protection

### Highlights

- Top speakers in the industry
- Privacy Academy Certificate of Completion
- Advanced Courses Certified by European Certification Institute (EIPACC)
- Registration in European Register of Data Protection Professionals (RDPP)

## REGISTERED DATA PROTECTION PROFESSIONAL (RDPP)

Official Program

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## GDPR Relevance for Indonesian Companies

While Indonesian companies have not yet received any fines from DPAs in the EU, after how Facebook monetised data was exposed in various incidents and in view of DPAs' focus on GAFA (Google, Amazon, Facebook and Apple), Indonesian companies are mindful about personal data protection, particularly where data subjects in the EU are under discussion. Where Indonesian companies have operations in the EU and local employees' data is transferred back to headquarters in Indonesia, these organisations would also need to consider compliance with the GDPR.

The GDPR has been drawing the attention of various Indonesian companies and the regulators since 2018 for the following reasons:

1. Where Indonesian organisations have operations in the EU and local employees' data is transferred back to headquarters in Indonesia, these organisations need to consider compliance with the GDPR. The magnitude of fines that can be imposed for violations of its provisions.
2. Its extra-territorial reach to organisations that are outside the EEA but collect and process personal data of data subjects in the EEA.
3. It is seen by Indonesian regulators as a good example of comprehensive legislation on personal data protection.
4. The relevance of GDPR for EU-Indonesia Investment Agreements is an important part of EU Foreign Policy.

## Interesting for

Where Indonesian organisations have operations in the EU and local employees' data is transferred back to headquarters in Indonesia, these organisations need to consider compliance with the GDPR. The magnitude of fines that can be imposed for violations of its provisions.

This training is especially interesting for the following audience:

- ✓ Lawyers active as internal or external advisor to Indonesian companies in Indonesia
- ✓ Lawyers active in Indonesia as internal or external advisor to non-Indonesian companies with operations in Indonesia
- ✓ Lawyers active as internal or external advisor to Indonesian companies operating outside Indonesia
- ✓ Legal compliance officers with Indonesian companies
- ✓ General Legal Counsels with Indonesian companies
- ✓ Legal assistants with Indonesian companies
- ✓ Law students in pursuance of a privacy career
- ✓ Non-legal students in pursuance of a privacy career
- ✓ Business Consultants rendering data protection management services to Indonesian companies operating outside Indonesia
- ✓ Others interested in the topics GDPR related to EU-Indonesia Data Protection Law



## Professor drs mr Romeo MSc MA LLM LLM (Adv.) EMBA EMoC CDPO

- Co-Founder European Association for Data Protection Professionals (EADPP)
- CEO Privacy Consultancy Services (PCS)
- EIPACC Professor Privacy & Data Protection in Global Perspectives with Universitas Padjadjaran UNPad (Bandung)

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### 1 | INTRODUCTION TO THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

The course is specifically developed for professionals working for companies, public authorities and bodies, students, and anyone who wishes to know more about data protection and the GDPR, especially those handling personal data.

- Identify the main positions of the GDPR, including key concepts, principles and data protection roles.
- Explore rights of data subjects and their relevance in daily life.
- Investigate obligations of data controllers and processors and related steps that need to be taken for complying with the GDPR.
- Evaluate enforcement and compliance mechanisms and international data transfers under the GDPR.

#### LEAD TOPICS

- General principles and basic concepts of the GDPR
- Key actors under the GDPR and their role
- Rights of data subjects
- Obligations of data controllers and processors and law compliance measures
- Enforcement and compliance mechanisms
- Liabilities and sanctions

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## 2 | ROLES AND RESPONSIBILITIES IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

Part of the European General Data Protection Regulation (GDPR) includes definitions of different roles and their responsibilities. Before starting to understand GDPR requirements, or starting to implement GDPR, it is important to understand the key roles. In this article, I will share an overview of key GDPR roles and responsibilities.

- **Controller**  
The controller is the natural person or legal entity that determines the purposes and means of the processing of personal data (e.g., when processing an employee's personal data, the employer is considered to be the controller)
- **Processor**  
A natural person or legal entity that processes personal data on behalf of the controller (e.g., a call centres acting on behalf of its client) is considered to be a processor. At times, a processor is also called a *third party*.
- **Data Protection Officer (DPO)**  
The Data Protection Officer is a leadership role required by EU GDPR. This role exists within companies that process the personal data of EU citizens.
- **Supervisory Authority**  
A Supervisory Authority is a public authority in an EU country responsible for monitoring compliance with GDPR.

### LEAD TOPICS

- GDPR Governance
- Workplan for the Data Protection Officer (DPO)
- Regulatory GDPR Compliance
- Privacy Management Key Roles

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## 3 | DATA SUBJECT RIGHTS IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

We have seen that with processing personal data come great responsibilities and obligations for controllers and processors. This includes making sure that data subjects are able to **exercise their rights**. Chapter III of the GDPR provides data subjects with a number of rights.

The idea is that organisations and companies gather a lot of data from people in order to provide services or to sell products. This data can tell these organisations and companies a lot about a person. Persons thus give up some of their privacy in order to receive the services or purchase the goods.

This is why processing personal data needs to be lawful and fair and why the GDPR provides persons with rights. In order to exercise these rights, persons need to know what data concerning them are collected, used, consulted or otherwise processed. This is referred to as the *principle of transparency*, which requires that any **information and communication** relating to the processing of personal data needs to be *easily accessible and easy to understand*, i.e. in clear and plain language.

A person needs to know who processes the data, what the purpose of processing is, what the risks, rules, safeguards and rights are and how to exercise them.

### LEAD TOPICS

- Definitions of key data subject rights
- Appropriateness test of data subject right measures
- Role of the Data Protection Officer
- Systemic regulatory actions related to data subject rights

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## 4 | LEGAL DOCUMENTATIONS IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR is viewed as one of the most comprehensive data protection regulations in the world and is designed to consistently protect personal data for EU citizens for which managing legal documentations are key. In this course we will address several categories of legal documentations as per the following lead questions.

- How to document privacy and data protection governance?
- How to document privacy and data protection accountability?
- How to document privacy and data protection fair processing and consent?
- How to document privacy and data protection notices / Vetting - HR?
- How to document privacy and data protection notices -customers?
- How to document privacy and data protection of children?
- How to document privacy and data protection data subject rights and procedures?
- How to document privacy and data protection of record of processing activities?
- How to document privacy and data protection by design and default?

### LEAD TOPICS

- Legal documentation preparations
- Legal documentation management
- Legal documentation reviews
- Legal documentation PDCA

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## 5 | SECURITY COMPLIANCE IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, including inter alia as appropriate:

- the pseudonymization and encryption of personal data;
- the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
- the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident;
- a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.

### LEAD TOPICS

- Identity and access management (IDAM)
- Data Loss Prevention (DLP)
- Encryption & Pseudonymization
- Incident Response Plan (IRP)
- Third-party Risk Management
- Policy Management

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## 6 | IMPLEMENTATION GUIDANCE FOR THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR implementation has many moving parts and it's common for companies to run into these roadblocks. How to increase your customers' trust, improve your return on investment, and How to create and manage a solid and robust privacy and data protection implementation plan?

Based on proven methodologies during this course will guide you through all steps needed to achieve compliance targets in a well-structured manner based on best practices and recommendations. A robust plan is developed to plan for customization for your company's GDPR implementation requirements.

GDPR gives you some flexibility in how you choose to comply. Some organizations opt for a bare-bones plan that meets the minimum to avoid fines, while others take this opportunity to use consent management as a way to engage on a meaningful level with their customers.

Based on a clear vision, mission and strategy you are guided through complex legal challenges during all 5 stages of a GDPR Compliance Implementation Plan.

### LEAD TOPICS

- How to implement privacy and data protection compliance in 5 steps
- Practical implementation guidance software
- Data Protection Business Companion
- How to prepare for full cycle implementations (Prepare, Discover, Classify & Audit, Design, Execute, Manage, Monitor and Report)



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## 7 | OPERATIONAL AND HR MANAGEMENT IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR compliance requires coordination among many people throughout the organization to be performed by at least one person who is both knowledgeable about the GDPR and capable of project management. Projects as important as implementing complete GDPR work plans do not happen without leadership and strategic HR management on par with this.

Because of the GDPR's scope and complexity, moreover, employees throughout the company must adapt their practices to meet its requirements. This requires new data protection policies and practices, as well as training to create knowledge and awareness of those policies and practices. For some tasks, installing privacy technology will assist with compliance while in many other cases legal advice will be needed to inform program design. In this course five steps of privacy and data protection HRM planning are discussed.

1. Analysis of Organisational Plans and Objectives
2. Analysis of Human Resource Planning Objectives
3. Forecasting for Human Resource Requirement
4. Assessment of Supply of Human Resources
5. Matching Demand and Supply

### LEAD TOPICS

- GDPR Operational Management
- GDPR management of junior, medior and senior human resources
- Privacy and data protection maturity objectives
- Organisational privacy and data protection operations training plan

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## 8 | AUDIT & RISK MANAGEMENT IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

To gauge the risks of non-compliance with various aspects of the GDPR perspective is not an easy task to perform. In this course we will discuss how internal auditors can assist organizations in implementing and improving compliance, governance and risk management-related processes and controls within an organization. Internal audit can help on nearly any aspect of a business, from choosing a new technology to integrate into the organization to implementing a new company culture. Auditors go in to analyze and document the current process in place.

For all businesses, there are data protection risks that exist and need to be identified and addressed in order to prevent or minimize negative effects. Risk is the threat that an event, action or non-action will adversely affect an organization's ability to achieve its business data protection compliance objectives and execute its strategies successfully. GDPR risks are measured in terms of impact and likelihood.

Data protection risk management must control identified risks to help the company achieve its GDPR performance and prevent loss of personal data, ensure reliable compliance reporting and ensure compliance with laws and regulations, avoiding damage to its reputation and other consequences.

### LEAD TOPICS

- Essentials of a GDPR auditing plan
- Template of a data protection audit plan
- Step-by-step performance of a Data Protection Impact Assessment
- Assessing GDPR risks and controls guidance
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## 9 | TRAINING, AWARENESS RESOURCES FOR THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

Without data protection and security staff training, they become the weakest link. Data security professionals know that this 'human factor' is often the weakest link in data security. When staff are not fully aware of the risks, they can easily make costly mistakes or fall prey to malicious attacks. In fact, security is breached far more often as a result of human error than due to malicious attacks. Because mistakes happen, wherever people are working. Laptops can easily be lost or stolen – including the data on them. In a similar way, personal data may be shared insecurely, like via e-mail or on memory sticks, and lost. Another common mistake is to send e-mails to a group of people using the 'to' field rather than the 'bcc' field which can be seen as unauthorized distribution of personal data. Both because an e-mail address is personal data and because the topic of the e-mail may reveal sensitive personal information.

In this course you are guided through all necessary processes in order to result into a state-of-the art privacy and data protection training program which makes a difference for layers of employees within any company. Setting the right learning objectives and how to make sure real progress can be measured as per relevant legal requirements. This business learning intelligence is key for management and regulatory (accountability) purposes.

### LEAD TOPICS

- How to design a company data protection training program
- Identification and selection of key data protection topics
- How to set data protection learning objectives
- How to measure and report on data protection awareness
- Quality resources to prepare for data protection training modules

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## 10 | ASSESSMENTS, ASSURANCE & CERTIFICATIONS FOR THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

GDPR is focused on how personal data is managed. It introduces more specific and prescriptive data protection compliance challenges for organisations in all industry sectors. Although data protection assessments and assurance letters play a key role as data protection compliance defense mechanisms, unfortunately in practice many practitioners inside and outside the company do not even know the difference between these two key data protection mitigation mechanisms, let alone the practical value of these and how to use these. In this course this omission is repaired.

A third key data protection mitigation and accountability mechanism is, although known to many, unfortunately characterized by non-critical thinking as to the quality and real values of specific privacy and data protection certifications. Many third party offer certifications at high-end prices without a proper validation of the certificates issued. In this course you will get to know which questions to ask to issuers of privacy and data protection certificates to make sure you are getting 'real value for money'. On a more practical foot we will discuss relevant steps to prepare for privacy certifications and the use and added value of privacy and data protection self-certifications.

### LEAD TOPICS

- Common values and differences between data protection assessments and data protection assurance letters
- How to efficiently prepare for privacy and data protection certification processes and procedures
- Role and value of data protection self-assessments and self-certifications
- How to distinguish 'fake' certifications from 'real' certifications

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## 11 | ACCOUNTABILITY & REPORTING IN THE EU GENERAL DATA PROTECTION REGULATION (GDPR)

Accountability is a common principle for organisations across many disciplines; the principle embodies that organisations live up to expectations for instance in the delivery of their products and their behaviour towards those they interact with. The General Data Protection Regulation (GDR) integrates accountability as a principle which requires that organisations put in place appropriate technical and organisational measures and be able to demonstrate what they did and its effectiveness when requested. What 'appropriate' means is part of debate.

Organisations, and not Data Protection Authorities, must demonstrate that they are compliant with the law. Such measures may contain adequate documentation on what personal data are processed, how, to what purpose, how long; documented processes and procedures aiming at tackling data protection issues at an early state when building information systems or responding to a data breach; the presence of a Data Protection Officer that be integrated in the organisation planning and operations etc.

In this course you will learn to distinguished key elements of data protection accountability is such a way as to assemble and present 'fit-for-purpose' accountability reports to internal and external stakeholders.

### LEAD TOPICS

- How to keep guard of the accountability principle in data protection compliance work plans
- Which key performance indicators (KPIs) can be distinguished for privacy and data protection accountability compliance
- Step-by-step guidance for internal privacy and data protection compliance reporting
- Step-by-step guidance for external privacy and data protection compliance reporting

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## 12 | Indonesian PPDA and GDPR ROLES & RESPONSIBILITIES PERSPECTIVES

Pursuant to Article 5 of the Indonesian Protection of Personal Data Act (PPDA)

(1) The personal Data controller shall guarantee the accuracy, completeness, and consistency of the personal Data in accordance with the provisions of the rules of abuse.

(2) In ensuring the accuracy, completeness, and consistency of personal Data as intended in paragraph (1) the Personal data controller is required to verify.

Pursuant to Article 43 of the Indonesian Protection of Personal Data Act (PPDA)

(1) In the event that the personal Data controller designates the personal Data processor, the personal Data processor is required to process the personal Data based on the instruction or instructions of the personal Data controller unless otherwise specified pursuant to the provisions of the applicable laws.

(2) The processing of personal Data as intended in paragraph (1) shall be conducted with respect to the provisions of the personal Data under this law.

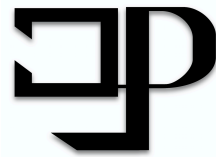
(3) The processing of personal Data as referred to in paragraph (1) shall be included in the Indonesian responsibility of the Personal data controller.

### LEAD TOPICS

- What are the counter articles of Article 5 PPDA in the GDPR?
- Internal management best practices in the GDPR as compared with PPDA
- Data classification in the GDPR as compared with PPDA
- Security measures in the GDPR as compared with PPDA
- Handling of security breaches in the GDPR as compared with PPDA
- Role of training and awareness in the GDPR as compared with PPDA

## After this full training as Registered Data Protection Professional you will be able to

1. Present yourself as EIPACC certified and registered data protection professional to European companies
2. Practice and apply best practices of privacy and data protection implementations
3. Make a clear distinction between selected key concept in the GDPR as compared with PIPL
4. Apply different GDPR principles of processing personal data
5. Clarify basic management steps to become data protection compliant as per the GDPR
6. Distinguish between technical and organizational implementation measure of obligations
7. Apply the test of 'appropriateness' of data protection measures
8. Decide on the most suitable way to transfer data from the EU to China
9. Indicate which fines can be enforced by which EU data protection authorities
10. Distinguish between 6 steps of a GDPR DPO Work Plan
11. List the most important ways (mechanisms) for data controllers to become compliant
12. Contribute to quality GDPR debates at work and in your personal life



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€ 50

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€ ~~600~~ € 500 (save € 100)

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