# Certified Information Privacy Manager Training

Duration: **2 Day**

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info@bilginc.com
bilginc.com

Personal data is processed, shared and managed every day across organisations, countries and technology environments. Understanding how to establish and operate an effective privacy programme is therefore an important capability for protecting organisational data and developing a career in privacy management.

The **Certified Information Privacy Manager (CIPM)** course focuses on the practical implementation of a privacy programme framework, management of the programme's operational lifecycle and development of an effective privacy team.

Participants learn how privacy can be managed through both processes and technology, regardless of industry or jurisdiction. The training is based on the body of knowledge supporting the IAPP's ANSI-accredited **Certified Information Privacy Manager (CIPM)** certification programme.

## Prerequisites

Before attending the course, participants should have foundational knowledge of data protection and the core principles of **GDPR**.

## Who Should Attend

This course is designed for professionals whose responsibilities involve the use, processing, protection or management of personal data. It is also particularly relevant to individuals working within the public sector and EU institutions, agencies and bodies.

Typical participants include:

- Data Protection Officers (DPOs)
- Data Protection Lawyers
- Compliance Officers
- Information Officers
- Records Managers
- Human Resources Officers
- Data Protection and Privacy Professionals
- Anyone responsible for using, processing or maintaining personal data

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## What You Will Learn

This course takes a practical approach to privacy programme management. Participants explore the key activities involved in establishing a privacy programme, managing its day-to-day operational lifecycle and monitoring its ongoing effectiveness.

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

- Understand how an organisational privacy programme framework is established
- Apply approaches for managing the operational lifecycle of a privacy programme
- Consider how to structure a knowledgeable and high-performing privacy team
- Identify key responsibilities and accountability requirements in privacy programme management
- Relate privacy governance, policies and strategy to organisational requirements
- Understand processes for data inventories, data mapping and privacy assessments
- Consider the operational management of data subject rights
- Apply Privacy by Design principles to the protection of personal information
- Identify the core elements of data breach and security incident planning
- Understand methods for measuring, monitoring and auditing privacy programme performance

## Training Outline

### Module 1: Introduction to Privacy Programme Management

Explore the main responsibilities associated with managing a privacy programme and examine the importance of accountability within privacy programme management.

### Module 2: Privacy Governance

Examine the key considerations involved in developing and implementing an organisational privacy programme, including:

- The position of the privacy function within the organisation
- The role of the DPO
- Privacy programme scope and charter
- Development of a privacy strategy
- Support and continued involvement of key organisational functions
- Privacy frameworks

### Module 3: Applicable Laws and Regulations

Explore the regulatory environment surrounding privacy management, including common elements found across different jurisdictions and approaches for aligning regulatory compliance with organisational strategy.

### Module 4: Data Assessments

Examine practical processes used to understand, document and assess personal data across an organisation, including:

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- Creating and using data inventories and data maps
- Gap analysis
- Privacy assessments
- Privacy Impact Assessments (PIAs)
- Data Protection Impact Assessments (DPIAs)
- Vendor assessments

### Module 5: Policies

Review common types of privacy-related policies, their key components and practical strategies for implementing them effectively across an organisation.

### Module 6: Data Subject Rights

Explore the operational considerations involved in communicating, supporting and fulfilling data subject rights. Topics include:

- Privacy notices
- Choice and consent
- Access and rectification
- Data portability
- Erasure and the right to be forgotten

### Module 7: Training and Awareness

Explore strategies for developing and implementing effective privacy training and awareness programmes throughout an organisation.

### Module 8: Protecting Personal Information

Examine a holistic approach to protecting personal information and consider how **Privacy by Design** principles can be incorporated into privacy management practices.

### Module 9: Data Breach Incident Plans

Review how organisations can prepare for data security incidents and personal data breaches. This module examines both incident planning and approaches to responding when a security incident or breach occurs.

### Module 10: Measuring, Monitoring and Auditing Programme Performance

Explore common practices used to assess the ongoing effectiveness of a privacy programme, including:

- Performance monitoring
- Measurement approaches
- Analysis of programme performance
- Privacy programme auditing

This module considers how privacy programmes can be managed as ongoing, measurable activities rather than simply being established as one-time compliance initiatives.

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