

GDPR

BIG DATA

DATA SECURITY

ACCOUNTABILITY

BREACH NOTIFICATIONS

ACCESS REQUESTS

DATA PROTECTION IMPACT ASSESSMENTS

Training & Qualifications Catalogue 2019

**Ireland's leading provider of Training Courses and
Qualifications for Information Compliance Professionals**

Leading training courses in Data Protection and Records Management

Practitioner Certificate in Data Protection

Practitioner Certificate in Data Protection – Distance Learning

Practitioner Certificate in Data Protection - GDPR Conversion

About PDP's training courses

PDP is Ireland's leading provider of practical training courses in the field of information compliance, including Data Protection, Data Security, Human Resources and Records Management. All PDP's courses are fully up to date with the requirements of the General Data Protection Regulation (GDPR).

PDP's training courses enable delegates to understand the legal requirements that apply to key areas of their organisation.

Organisations that send their staff on PDP's professional training courses benefit from the peace of mind in knowing that their staff will be fully up-to-date with the latest knowledge and developments.

- **Expert trainers**
all of PDP's trainers meet excellence criteria
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all public courses take place in 4 or 5 star hotel venues in central Dublin, with a sit-down lunch included
- **Comprehensive course materials**
all delegates receive a binder of materials
- **Interaction**
delegates are encouraged to ask questions in the training sessions
- **Discounts**
organisations sending multiple delegates will receive discounts for the second and subsequent delegates
- **Fully up-to-date**
PDP's data protection training is fully up to date with the requirements of the GDPR. Course content is reviewed several times per year to ensure that PDP courses are the most up-to-date available
- **In-house training**
all courses can be provided to you at your own premises - see page 22
- **Certificate of attendance**
delegates are issued with a certificate of attendance on request
- **Accreditation**
PDP's training courses can be awarded CPD hours from the Institute of Banking, the LIA and the Insurance Institute of Ireland

Four easy ways to book PDP Training courses:

Telephone:
+353 (0)1 695 0405

Email:
bookings@pdp.ie

Post:
PDP
6-9 Trinity Street
Dublin 2
Ireland

Web:
www.pdp.ie

All bookings are subject to the terms which can be accessed at www.pdp.ie/training/terms

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Data Protection Essential Knowledge Level 1

Courses take place in: **Dublin**



This course, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, is an introductory level session for all those that are new to data protection, or those that require a refresher on the fundamental concepts. It is designed for people who work with, or will work with, data protection issues on a regular basis.

This invaluable and practical training session examines core concepts of practical data protection compliance, including:

- how data protection law applies to your organisation
- what can and cannot be done with staff information and customer information
- the requirements on organisations to keep data secure, and how to meet those requirements
- the rights of individuals, such as customers and staff, in respect of data held by your organisation
- the legal requirements for gathering and using information for marketing purposes, including the use of opt-out and opt-in clauses and using cookies on websites
- the requirements for using CCTV cameras
- an introduction to handling requests for information by individuals
- the rules that apply to using special categories of personal data (e.g. medical and health information, genetic data, information on sexual orientation, ethnicity data)
- an introduction to the restrictions on sending personal data abroad
- an introduction to the legal requirements for outsourcing personal data processing operations, e.g. payroll, call-centres and confidential waste management
- identifying which areas of your organisation need attention and remedial action
- the role of the Data Protection Commissioner, including the fining powers under the GDPR

“Very good explanation. Very good notes.”

Joanne Connolly
Information Security Manager,
Bord Gáis Éireann

“Excellent tutor. Very informative course.”

Neil Deacon
Compliance Officer,
Raymond James Investment Services

“The course was well pitched at the level of the participants. Excellent session leader. Very worthwhile.”

Valerie Ryder
Administrative Assistant,
University of Limerick

There will be plenty of opportunity for questions, and delegates are encouraged to bring their queries to the session.

A discount is available for delegates booking both Data Protection Essential Knowledge - Level 1 and Data Protection Essential Knowledge - Level 2 - see below.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

<p>Course Trainer: John Fitzsimons, Barrister, Cornerstone Barristers See Trainers' biographies on pages 23-24</p>	<p>€545* 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only) *The fee for both Levels 1 & 2 booked together is €995</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Monday, 18 February 2019 Dublin: Monday, 29 April 2019 Dublin: Monday, 02 September 2019 Dublin: Monday, 04 November 2019</p>

Data Protection Essential Knowledge Level 2

Courses take place in: **Dublin**



This practical training session, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, is designed for those that work in the field of data protection. The Level 1 and Level 2 courses taken together constitute a complete training package on the fundamentals of data protection.

This session provides a thorough grounding in the following important aspects of data protection practice:

- data retention - the restrictions on keeping data, and how to establish a retention schedule
- transferring data to third parties - the legal requirements for transferring data between organisations
- the main exemptions
- the powers of the Data Protection Commissioner
- data protection impact assessments - the basics of when and how to carry out an assessment
- data destruction - methods to ensure lawful and secure destruction of personal data, including anonymisation and pseudonymisation

There will be plenty of opportunity for questions, and delegates are encouraged to bring their queries to the session.

This Level 2 training course is designed as a natural progression from the Level 1 session, although attending Level 1 is not a pre-requisite to attending Level 2 unless you are a beginner to data protection.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

“Very good, in fact excellent.”

Jean McManus
Training Unit,
Department of Foreign Affairs

“Would recommend to a friend.”

Colm O’Leary
Registration Officer,
The Teaching Council

“A lot of interesting facts given.

Tutor had good knowledge and could give good examples in answers to questions.”

Sandra Forbes
Project & HR Manager,
Ballymun Job Centre

“Very relevant, well pitched. Excellent course – very worthwhile.”

Rebecca McGee
HR & Administration Supervisor, LIA

“Highly recommended”

Katerzyna Pilch
Compliance Coordinator,
Citco Fund Services (Ireland)

<p>Course Trainer: John Fitzsimons, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 23-24</p>	<p>€545* 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only) *The fee for both Levels 1 & 2 booked together is €995</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Tuesday, 19 February 2019 Dublin: Tuesday, 30 April 2019 Dublin: Tuesday, 03 September 2019 Dublin: Tuesday, 05 November 2019</p>

Data Security

Courses take place in: **Dublin**



Data protection law requires that personal information must be held and used securely. Recent headlines have shown that organisations are not doing enough to ensure the security of people’s personal data. It is not always obvious what measures should be taken by organisations to comply with the legal obligations.

This session, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, examines the law as it relates to data security, and the practical steps that organisations need to take to ensure compliance with their obligations. It concentrates on how to avoid data security breaches, but also looks at what can be done to mitigate the effects of any breach that does occur. The session considers the practical implications of the recommendations of various government and other reports on the security of data.

Key aspects of this session include:

- analysis of the legal requirements for keeping the personal information secure
- the Data Protection Commissioner’s recommendations and latest guidance
- the data security implications of using 3rd parties to process personal information, such as external contractors and outsourced service providers
- examination of the powers of the Data Protection Commissioner and other legal and commercial consequences of data security breaches
- managing a data security breach - law and best practice
- laptop and portable media encryption - when it is required
- informing individuals and notifying the Commissioner about data security breaches - what is required and how to go about it
- confinement strategies to prevent further dissemination of lost or stolen data
- preparing for mandatory breach notifications under the GDPR

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

“Excellent”

Corinne Clark
Client Services Director,
Real Fundraising

“Very informative and useful”

Amanda Davys
Regional Head of Information Security,
DHL

“Good course at a good pace”

Harry Neilson
Information Security Manager,
ICM Computer Group

“Case studies and group exercise really useful”

Sue Bullock
Information and Security Analyst, TCBC

“The materials are very useful”

Lana Roy
Customer Service Manager,
BTCV

“Very complete coverage and comprehensive information”

Tony Scott
IT Auditor, Grafton Group Plc

<p>Course Trainer: David Fagan, Owner, Business Legal See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>								
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Dublin:</td> <td>Wednesday, 20 February 2019</td> </tr> <tr> <td>Dublin:</td> <td>Wednesday, 01 May 2019</td> </tr> <tr> <td>Dublin:</td> <td>Wednesday, 04 September 2019</td> </tr> <tr> <td>Dublin:</td> <td>Wednesday, 06 November 2019</td> </tr> </table>	Dublin:	Wednesday, 20 February 2019	Dublin:	Wednesday, 01 May 2019	Dublin:	Wednesday, 04 September 2019	Dublin:	Wednesday, 06 November 2019
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Dublin:	Wednesday, 01 May 2019								
Dublin:	Wednesday, 04 September 2019								
Dublin:	Wednesday, 06 November 2019								

Handling Access Requests

Courses take place in: **Dublin**



Dealing effectively with requests for access to personal data under the Data Protection Acts remains a significant management challenge for many organisations. Requests can come from customers, employees, complainants and others. In Ireland, individuals' awareness of their information rights, as well as their expectations of access, has reached an unprecedented level. Responding to Access Requests is a drain on staff time and budgets.

Additionally, there has been an increase in the number of complaints to the Data Protection Commissioner about the failure of organisations to deal with Access Requests appropriately.

This practical training course, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, looks at the process of handling and responding to Access Requests, including:

- understanding the rights of individuals to gain access to information held by organisations
- the formalities for making a request, including determining whether a valid request has been made
- how to liaise with the requester to clarify the request if necessary
- the fees and time limits
- analysing whether paper records fall within the law
- tips for the conduct of searches for personal data - setting parameters and collating the results
- establishing whether the retrieved information is 'personal data' within the meaning of the Data Protection Acts
- dealing with third party data
- applying exemptions which may allow the organisation to withhold certain information
- handling requests from other persons - e.g. solicitors, financial advisors, public representatives or parents
- presenting the response to the applicant, including how to redact documents
- managing dissatisfied requesters
- guidance from the Data Protection Commissioner and the Article 29 Working Party
- how to deal with complaints from requesters and investigations by the Commissioner's Office
- staff awareness and training

Participants in this training course will acquire the knowledge necessary to effectively manage Access Requests in their organisation and to instigate a process for dealing with such requests.

Participants will work through the Commissioner's guidance and a number of practical scenarios with expert guidance from one of the leading experts on managing Access Requests.

There will be plenty of opportunity for questions at the Training course.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

<p>Course Trainer: Paul Lavery, Partner, McCann FitzGerald See Trainers' biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Thursday, 21 February 2019 Dublin: Thursday, 02 May 2019 Dublin: Thursday, 05 September 2019 Dublin: Thursday, 07 November 2019</p>

Data Protection in the Workplace

Courses take place in: **Dublin**



Meeting the requirements of data protection law whilst handling staff data can be particularly challenging. Holding and using staff information carries significant legal responsibilities and risks.

This invaluable one-day session is designed to meet the needs of anyone who has responsibility for the use of employee data, including Human Resources Officers and Compliance Officers. It is also useful to Employment Lawyers and companies providing outsourced HR functions to other organisations.

This course, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), uses case studies based on real scenarios to give delegates a practical understanding of the data protection compliance issues involved in employing and managing staff. The session lets delegates know the key areas of risk, and includes practical advice on:

- obtaining, using and managing staff information
- ensuring that the recruitment and selection process meets the legal requirements, including the content of application forms, pre-employment vetting, criminal records, medical checks and the interview process
- retaining staff records, including setting appropriate periods of time for keeping information
- dealing with information requests from staff - what must be disclosed and what you can withhold
- disclosing staff information to outside third parties - the legal requirements that must be met before staff information can be sent outside the organisation
- references and the rights of ex-members of staff
- monitoring staff activities and communications, including using line managers, private detectives, CCTV cameras and website monitoring technologies
- handling sensitive information such as health and sickness records and medical data
- how to handle mergers, acquisitions and restructuring
- outsourcing functions to third party providers
- how to handle staff complaints
- the role of the Data Protection Commissioner and what to do if she instigates an investigation

There will be plenty of opportunity for questions at the training course.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

“The tutor is very good at putting the law into practical context.”

Nicola Armstrong,
NILGOSC

“The course was very well presented and very informative.”

Paul Dawson
Data Protection Officer,
Dublin City Council

“The case studies and examples were particularly useful.”

Triona Delicato
HR Specialist,
Commission for Communications
Regulation

<p>Course Trainer: David Fagan, Owner, Business Legal See Trainers' biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Dublin: Friday, 22 February 2019 Dublin: Friday, 03 May 2019 Dublin: Friday, 06 September 2019 Dublin: Friday, 08 November 2019</p>

International Data Transfers - Overcoming the Limitations

Courses take place in: **Dublin**



EU data protection law does not allow the transfer of personal information to countries outside the EEA that do not have an adequate level of data protection. This prohibition is entirely at odds with the way in which organisations operate in today's world, and presents a difficult legal challenge to global data processing and international outsourcing.

This session provides a practical hands-on approach to the different mechanisms available to overcome the legal limitations affecting international data transfers.

Attend this session to identify the most appropriate solution to the challenges faced by your organisation and learn about the most cost-effective way to comply with the law.

This session, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), addresses all of the practical questions affecting international transfers of personal data such as:

- what amounts to a transfer of personal data?
- what are the methods of ensuring that transfers are lawful?
- which is the best method to use for the foreign outsourcing of functions such as website hosting, IT maintenance and call centres?
- how will I ensure that my organisation is lawfully using 'cloud' providers?
- in what circumstances can my organisation make its own determination of 'adequacy'?
- how do Binding Corporate Rules work and how would I go about obtaining approval?
- what is the "Privacy Shield", and how can I use it to legalise transfers of data from the EU to the United States?
- how and when can we use consent to justify international transfers?
- what is the right approach to adopt in my organisation's particular case?

Delegates will be able to find the best way to legitimise cross-border data processing.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

"Excellent"

Michaela Simmonds
Data Protection Manager,
AmicusHorizon

"Very informative course. Interesting and helpful."

Emma Drew
Data Protection Analyst,
Canada Life

"Excellent"

Ajit Basi
IT Director,
Interdean Limited

<p>Course Trainer: Sian Rudgard, Of Counsel, Hogan Lovells LLP See Trainers' biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Friday, 03 May 2019 Dublin: Friday, 08 November 2019</p>

Conducting Data Protection Impact Assessments

Courses take place in: **Dublin**



The General Data Protection Regulation (GDPR) requires Data Protection Impact Assessments (DPIAs) to be carried out wherever processing activities are likely to result in a high risk for individuals. Organisations may also choose to carry out DPIAs even where it is not a legal requirement, since there can be important benefits of doing so.

DPIAs enable organisations to assess potential data protection and other privacy implications at the design stage of a new system or process. Such risks can be assessed and addressed within the development of the system or process, rather than being a “bolt-on” after implementation (when it may be too late to address all the concerns, at least without significant cost implications).

Different approaches and levels of assessment can be undertaken depending on the nature of the system/process and the size of the organisation. This course gives practical guidance on conducting DPIAs, and includes:

- what is a DPIA, and when should one be carried out
- national regulators’ recommendations and guidance
- stages of a DPIA and what to do in practice: initial assessment, preparation, information flows, consultation with stakeholders, analysis, documentation
- the relationship between conducting DPIAs with other risk and project management activities (e.g. other risk assessments, data protection audits)
- legal and compliance issues to consider

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection.

“Very professional and knowledgeable tutor.”

Ian Boyd
DARD

“Overall a very useful course, thank you.”

Maeveanne McHugh
GSK

“Very good.”

Fabrice Provenaz
Sony Europe

“Learnt a lot – a worthwhile course.”

Carmel Keane
Allergen Pharmaceutical Ireland

“A very good course – great to get structure for audits and templates docs.”

Tricia Higgins
Contract Centre

“Excellent trainer. Good pace and delivery. Very approachable and friendly environment.”

Claire Harrison
BOC Ltd

<p>Course Trainers: Alison Deighton, Director, HelloDPO Doug McMahon, Senior Associate, McCann FitzGerald See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT</p> <p>10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Dublin: Friday, 22 February 2019 Dublin: Friday, 03 May 2019 Dublin: Friday, 06 September 2019 Dublin: Friday, 08 November 2019</p>

Data Protection Act 2018 – Understanding its Implications

Courses take place in: **Dublin**



The Data Protection Act 2018 makes several key changes to data protection law in Ireland. It supplements the GDPR, and the two have to be read together to have a complete picture of the Irish position. It adds to the “lawful bases” on which special category data may be processed, sets out the extensive exemptions to the GDPR which apply in Ireland, defines the scope of much processing in the public sector, and applies rules based on those in the GDPR to processing for activities which fall outside EU competence. The Act also implements the Law Enforcement Directive.

This course focuses on assisting those working in mainstream data protection compliance (in both the private and public sectors) to understand the DPA 2018’s implications from a practical perspective, including:

- modifications to key definitions contained in the GDPR, and their significance
- the lawful bases for processing special category personal data in Ireland – when and how they will apply, and how controllers can take advantage of them
- exemptions from the GDPR in Ireland
- the age of consent of children to processing for internet society services
- how provisions based on the GDPR are applied by the Act to activities outside EU competence
- the conditions for processing personal data on criminal matters
- modifications to the rights of individuals
- public interest processing – scope and applicability
- restrictions on the applicability of certain aspects of the GDPR in Ireland
- enhanced powers of the Data Protection Commission, including entry and inspection, and the new enforcement regime

It is recommended that delegates attending this session have at least a basic knowledge of current data protection legal requirements under the GDPR. Delegates with no existing knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

“Enjoyed the course. Very knowledgeable presenter.”

Catriona O’Sullivan
University College Cork

“Very informative and the tutor kept class engaged throughout.”

Elaine Prunty
Nightline Logistics Group

“A very detailed breakdown of the GDPR that was explained very well.”

Roisin Colohan
Biokinetic Europe

<p>Course Trainer: John Fitzsimons, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Training dates in Dublin - please see website for details</p>

Data Protection – Complying with the Rights of Individuals

Courses take place in: **Dublin**



All organisations are required to observe the rights of individuals under data protection law. A key objective of the GDPR is to strengthen and extend those rights. Additionally, individuals have a right to claim compensation from both controllers and processors where financial loss or other damage occurs as a result of processing operations which breach the requirements of the GDPR.

This training session looks at the new rights under the GDPR in detail, and also considers the changes to the pre-existing rights, including updates to time limits and new requirements for documentation. The session covers:

- the right to be informed
- requirements for handling subject access requests
- profiling and automated decision taking
- the right to data deletion
- the right to restriction of processing
- the right to object to processing
- the right to data portability
- compensation
- the right to cessation of direct marketing
- exemptions for organisations
- changes that should be made to organisations' privacy policies

Delegates attending this session must have a basic knowledge of current data protection legal requirements in order to be able to understand the material in this session. Delegates with little or no existing knowledge should attend Data Protection Essential Knowledge Level 1 before attending this training course.

“Excellent trainer. Good practical exercises and examples.”

Shona Adair
Wheatley Housing Group

“The materials are very useful for future reference.”

Sarah Martin
Dentists’ Provident

“Excellent.”

Kerry Smith
Baile Gifford

“Very well presented.”

David Smith
AAT

<p>Course Trainer: Alison Deighton, Director, HelloDPO See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Friday, 21 June 2019 Dublin: Wednesday, 11 December 2019</p>

Accountability and Data Protection Policies

Courses take place in: **Dublin**



For the first time in data protection law, the GDPR introduces the requirement of “accountability”. In basic terms, accountability means that organisations will not only be required to comply with data protection requirements, but also that they must demonstrate that they comply.

Demonstrating compliance consists of several elements, including preparing policies, monitoring compliance with internal policies and procedures, amending job roles and updating customer facing documentation such as websites and offline forms.

This highly practical sessions looks at the detail of what accountability requires, and provides delegates with all the knowledge and tools necessary to achieve compliance in their organisations, including:

- what policies will need to be drafted, and the necessary content of those policies
- how existing data protection statements and privacy notices will need to be altered and extended
- what will need to be specified about the organisation’s security measures, and about how the organisation will respond to data breaches
- the new role of the Data Protection Officer and/or those responsible for data protection compliance within organisations

It is recommended that delegates attending this session have a basic knowledge of current data protection legal requirements. Delegates with no existing knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

“Course content and delivery were excellent – a really valuable session.”

Anthony Muckells
Barclays

“Tutor’s knowledge and practical examples brought the subject to life.”

Sarah Morris
RBS

<p>Course Trainer: Jenai Nissim, Director, HelloDPO See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Thursday, 09 May 2019 Dublin: Wednesday, 04 December 2019</p>

Cybersecurity for Data Protection Professionals

Courses take place in: **Dublin**



Breaches of information security are consistently one of the top two reasons for data protection regulator enforcement action. And fines for breaches of security are usually higher than for other types of breaches.

With mandatory breach notification under the GDPR and the significant uplift in potential monetary penalties, compliance professionals need to be suitably empowered with cybersecurity knowledge and awareness to assist their organisations to both mitigate ongoing data security risks and to deal with personal data breaches. It is also useful for compliance professionals to have a basic knowledge of cybersecurity terminology to facilitate effective communications with IT Team members.

This session is prepared specifically in the context of the GDPR and the objective of compliance professionals dealing more assuredly and knowledgeably with cybersecurity within their organisations. The session addresses:

- what exactly cybersecurity means and encompasses
- threats, vulnerabilities and risk from a security perspective
- comparing and contrasting “risk” in security, and data protection under the GDPR
- risk analysis and management from a security and data protection standpoint
- cryptography as a privacy tool: encryption, at rest and in transit; hashing and salting
- managing identity and authentication, security operations
- security baselines: including ISO 27001 and Cyber Essentials
- introduction to malware: botnets, ransomware, Denial of Service (and DDoS), Advanced Persistent Threats (APTs).
- personal data breach / incident management and crisis management
- business continuity planning and disaster recovery
- data breach simulations

No technical knowledge is required in order to attend this session. A basic working knowledge of data protection legal requirements would be useful. Delegates with limited data protection knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

<p>Course Trainer: Manish Soni, Senior Associate, Herbert Smith Freehills See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Friday, 12 April 2019</p>

How to Conduct a Data Protection Audit

Courses take place in: **Dublin**



Data protection compliance audits, or reviews, are invaluable for organisations in assessing their current state of data protection compliance. They can identify where the organisation is getting things right, as well as reveal where there are weaknesses which require action or changes to internal procedures.

The Data Protection Commissioner’s Office has recommended that regular compliance reviews are undertaken as part of ongoing internal management of data protection.

Compliance reviews can be conducted either internally or by external consultants. Either way, the person conducting the review should go about the task in the most efficient and effective way. This course, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), offers practical guidance on conducting data protection audits/reviews, and covers:

- the purpose of data protection audits/reviews
- deciding what to review: how to identify the areas that are relevant
- undertaking the audit: guidance on the practical methodology as well as how, what and who to ask in relevant staff interviews
- determining whether audited processes meet both data protection requirements and internal policies/procedures
- what to look for when auditing arrangements with third party suppliers
- how to report the results of an audit and how to recommend any remedial action that is needed
- the Commissioner’s recommendations for conducting audits

Sample checklists and audit templates will be provided to delegates.

It is recommended that delegates attending this course have some existing knowledge of data protection. Those with no existing knowledge should attend Data Protection Essential Knowledge – Level 1 before attending this course.

“Case study very useful. Well run course, tutor explains concepts clearly.”

Sandra Himmans
HSBC

“All aspects of the course were excellent. Thank you very much!”

Rick Chatfield
Civil Aviation Authority

“Very good.”

Sean Topping
PSNI

<p>Course Trainer: Jenai Nissim, Director, HelloDPO See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Friday, 10 May 2019 Dublin: Tuesday, 03 December 2019</p>

Direct Marketing – Legal Risks & How to Overcome Them

Courses take place in: **Dublin**



** New Course for 2019 **

It is legitimate for all types of organisations to promote their products and services widely. However, the law restricts the ability of organisations to send marketing messages to individuals (direct marketing), an activity which is now heavily regulated within the European Union.

These restrictions present risks that can affect a brand’s value and consumer trust. In 2011, the Information Commissioner acquired the power to fine organisations that breach the Privacy & Electronic Communications Regulations 2003 by sending unsolicited marketing emails.

This training course provides delegates with a practical analysis of the legal rules that affect direct marketing by post, fax, telephone, text message and email. Attending this session will give delegates the peace of mind in knowing how to ensure that their organisation’s direct marketing activities meet the legal requirements.

The session addresses the practical questions that organisations face in devising lawful marketing campaigns, including:

- the different rules for different communication methods: email (and text message), post, fax, telephone
- the distinction between opt-out and opt-in permissions, and when to use each
- how to ensure that your organisation can benefit from the ability to use opt-out permissions to legitimise its marketing
- the difference between targeting corporate entities and individuals
- what information must be included in direct marketing communications whether your organisation can use its existing database of contacts for marketing purposes
- whether and when it is lawful to use marketing lists purchased or acquired from third parties (e.g. list rental agencies and merged or acquired businesses)
- how to comply with the new requirements for website cookies
- the powers of the Information Commissioner to fine organisations for breaches of the legal requirements

Participants in this training course will gain all the knowledge necessary to ensure that their organisations are able to conduct successful and lawful direct marketing campaigns.

It is recommended that delegates attending this course have some existing knowledge of data protection. Those with no existing knowledge should attend Data Protection Essential Knowledge – Level 1 before attending this course.

<p>Course Trainer: Ashley Roughton, Barrister See Trainers’ biographies on pages 23-24</p>	<p>€545 plus VAT 10% discount for all additional delegates booked at the same time</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) Dublin: Wednesday, 29 May 2019 Dublin: Monday, 25 November 2019</p>

Records Management 1

Courses take place in: **Dublin**



Organisations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organisation.

This invaluable training course, led by John Wilson, examines core concepts of good records management practice.

This introductory level session provides a thorough grounding in the fundamentals of records management, including:

- introduction - basic concepts
- records management tools
- records lifecycle approach
- designing a file plan
- records destruction
- legal framework / compliance
- management of electronic records and email

Delegates are encouraged to share their own experiences at the training course.

The day will be a mixture of presentation and practical exercises. There will be plenty of opportunity for questions.

A discount is available for delegates booking both Records Management 1 and Records Management 2 - see below.

“Gives a good introduction to the approach and structured way of starting.”

Laura Keane
Assistant Director,
RehabCare

“Excellent.”

Dualta Ó Broin
Corporate Governance,
Department of Community,
Rural & Gaeltacht Affairs

“The course was very helpful in understanding how records management works within an organisation.”

Anne Bennett
Executive Secretary,
European Space Agency

“I found the training course very useful and practical.”

Fred Hegarty
Health & Safety Executive (Ireland)

“The classification types were particularly useful.”

Richard Neale
Environmental Health & Safety Manager,
Edenderry Power Ltd

“Very useful, and I liked the practical aspect.”

Caroline Lee
Deloitte

<p>Course Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 23-24</p>	<p>€545*</p> <p>10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is €995</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Dublin: Thursday, 30 May 2019 Dublin: Thursday, 12 December 2019</p>

Records Management 2

Courses take place in: **Dublin**



Organisations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organisation.

This course examines how to implement good records management practice. Led by John Wilson, Records Management 2 is an intermediate level session will provide a grounding in the fundamentals of records management, including:

- introduction - initiating a records management project
- records audit
- process mapping
- building a business classification scheme
- measuring performance
- EDRMS
- sustaining a records management programme

Delegates are encouraged to share their own experiences at the session. The day will be a mixture of presentation and practical exercises. There will be plenty of opportunity for questions.

Delegates electing to attend only the Records Management 2 course should have a knowledge of basic records management principles including classification, metadata and retention, which are covered in the Records Management 1 training course.

A discount is available for delegates booking both Records Management 1 and Records Management 2 - see below.

“I found the two-day course very helpful. I have greatly benefitted from what I have learned from Philip.”

Natasha Smith
Medical Records Officer,
National Rehabilitation Hospital

“The classification methods and EDRMS were particularly useful.”

Maciej Szydłowski
Executive Project Officer,
National Social Work Qualifications Board

“Excellent.”

Cara Leigh Hamill
Records Management Officer,
Southern Education & Library Board

“Very analytical presentation explaining not only Records Management but other requirements that lead to an effective RM programme. Thank you again.”

Soumela Segouli
Administrative Assistant,
Black Sea Trade & Development Bank

<p>Course Trainer: John Wilson, Director, JMW Mosaic See Trainers’ biographies on pages 23-24</p>	<p>€545*</p> <p>10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is €995</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Dublin: Friday, 31 May 2019 Dublin: Friday, 13 December 2019</p>

Practitioner Certificate in Data Protection

The **Practitioner Certificate in Data Protection** (“PC.dp.”) is the world’s leading practical qualification on European data protection. It is fully up to date with the requirements of the General Data Protection Regulation (GDPR).

Successful completion of the internationally recognised Practitioner Certificate in Data Protection Programme demonstrates to employers and others that the candidate possesses a solid knowledge of data protection law, as well as an understanding of the practical implications for organisations of the GDPR.

The Programme

Individuals wishing to gain the qualification must complete the three elements of the Programme:

- **5 days face-to-face teaching**
- **study of course materials**
- **the Examination - held each June and December in Dublin**



The tuition section of the Programme requires candidates to attend four one-day Compulsory Courses and a one-day Elective Course.

Compulsory Courses candidates must attend all 4 courses	Elective Courses candidates must choose 1 course
<ul style="list-style-type: none"> ■ Data Protection Essential Knowledge - Level 1 ■ Data Protection Essential Knowledge - Level 2 ■ Handling Access Requests ■ Data Security 	<ul style="list-style-type: none"> ■ Data Protection in the Workplace ■ International Data Transfers - Overcoming the Limitations ■ Conducting Data Protection Impact Assessments

An exemption from the requirement to attend **Data Protection Essential Knowledge - Level 1** is available to candidates who already possess a sufficient level of knowledge of the basics of data protection. Candidates wishing to apply for the exemption must submit a letter signed by their current or previous employer stating that they have worked in the field of data protection for at least two years.

Exam dates

The Examination is held in Dublin, Ireland. The next dates for the Examination are as follows:

- Thursday, 13th June 2019
- Thursday, 5th December 2019
- Thursday, 11th June 2020
- Thursday, 10th December 2020

Candidates who have already attended any of the Compulsory or Elective courses are not required to attend them again - a discount of €325 per course already attended will be applied to the Programme fee.

How to Apply

To book your place on the Programme, please complete the booking form at: www.dataprotectionqualification.ie

The Institute of Banking, the LIA and the Insurance Institute of Ireland award CPD hours for the Practitioner Certificate in Data Protection

For more information please visit www.dataprotectionqualification.ie

Practitioner Certificate in Data Protection – Distance Learning Programme

The **Practitioner Certificate in Data Protection** (“PC.dp.”) is the world’s leading practical qualification on the European General Data Protection Regulation (GDPR), is now available on a Distance Learning basis.

The Programme

The Distance Learning Programme provides candidates with the opportunity to study the material in their own time and at their own pace, either at home or in the office. The comprehensive materials consist of 14 learning modules. Each module contains self-assessment questions (with answers) to allow candidates to test their knowledge and to prepare for the online examination.

The Exam

When candidates are ready, they can proceed to take the online examination. The examination is ‘open book’, meaning that candidates can refer to their materials, books and notes during the examination.

Continuing Professional Development

The GDPR requires data protection professionals to maintain their knowledge on an ongoing basis. Therefore, the Examination Board has stipulated that candidates are required to complete one designated training course per year after the first anniversary of successfully completing their qualification. Designated training courses are listed in the online FAQs. Distance Learning candidates will be able to complete the designated courses on a distance learning basis.

Accreditation

The Institute of Banking, the LIA and the Insurance Institute of Ireland award CPD hours for the Practitioner Certificate in Data Protection.

Further Information

If you have a query about the Programme, please go online or contact the PDP Training team.

Application

To enrol on the programme, complete the online booking form.



Self-study Programme
enables you to learn
at your own pace

Practitioner Certificate in Data Protection – GDPR Conversion Programme

The GDPR Conversion Programme allows holders of the **Practitioner Certificate in Data Protection** (“PC.dp.”) who gained their qualification prior to 2018 to upgrade their qualification for the GDPR era.

Designed to build upon your existing training, bringing you fully up to date in all aspects of the GDPR

The Programme

The GDPR Conversion Programme provides candidates with:

- **Key documentation and learning materials on the GDPR**
- **Online multiple choice examination**
- **An updated certificate**
- **Recognition in an online register of qualified practitioners of the upgraded GDPR qualification**

The Training Materials

This self-study Programme allows previously qualified candidates to study at their own pace, either at home or in the office. The comprehensive materials consist of 8 learning modules. Each module contains self-assessment questions (with answers) to allow candidates to test their knowledge and to prepare for the online examination.

The Exam

When candidates are ready, they can proceed to take the online examination. The examination is ‘open book’, meaning that candidates can refer to their materials, books and notes during the examination.

Continuing Professional Development

The GDPR requires data protection professionals to maintain their knowledge on an ongoing basis. For this reason, the Examination Board has stipulated that candidates who qualify under the GDPR Conversion Programme (as for all candidates who qualify in 2018 or later) are required to attend one designated training course per year after successfully upgrading their qualification.

Application

To enrol on the GDPR Conversion Programme, please book your place online.
For any queries regarding the GDPR Conversion Programme, go online or speak to a member of the PDP Training team.

In-House Training Solutions

Effective training will improve the productivity of your employees, making your business compliant and competitive

PDP In-House Training provides tailored training solutions delivered at a location of your choice. Whether you need data protection training or records management skills training, we can develop a course to fit your needs.

All PDP's training courses listed in this catalogue can be provided for your staff at your own premises or at a location of your choice. Additionally, we can tailor or create a course to suit the exact needs of your organisation.



The advantages of in-house training

Choosing an in-house version of one of our training courses will be more economical where several members of your staff will be attending the session.

You also benefit from having a PDP Trainer 'to yourselves' for the day, at your own premises – the Trainer can 'confidentially' answer questions relating to the specific compliance needs of your organisation.

Choosing an in-house training solution means that you are in control of the schedule – you choose the start time and duration of the session to suit your needs.

A further advantage of choosing an in-house training session is that your staff will not incur the travel costs associated with attending a 'public' session.

Quality training

The same Trainers who provide PDP's public courses also provide the in-house sessions, so you are assured of the same high quality course leaders who are not only experts in their field but also highly accomplished Trainers.

For more information please contact the In-House Team at: inhouse@pdp.ie

"We went away with a much better understanding of all the exemptions and DPA than we thought possible from a one day training course, and for that we thank you again"

Attorney General's Office

"We all enjoyed the training sessions. We found the trainer to be very professional and motivating. She was very well prepared and we all found her to be such a nice person. She has given us a lot to think about and we can now start to improve our data protection policies. Thank you, this training was very worthwhile"

AICR

"We found the course was run at a pace that suited the audience. The presenter was very knowledgeable on DP matters and seemed happy to deviate from the course content to cover any business specific questions we wanted to raise with him. It was good the timings for the day allowed for this"

Ageas Insurance

"The training session was excellent. I received very good feedback from staff who found the subject more interesting than they had anticipated!"

Chartered Institute of Public Relations

"The trainer made the topic very interesting, encouraged plenty of interaction among the delegates, was very knowledgeable on the topic and had excellent presentation skills. So thank you on the Group's behalf as all attendees found the workshop interesting and beneficial"

Gowan Group

"PDP was very helpful to us in organising the presentation. Full marks to PDP for the way they organised the course and dealt with any queries that we had."

Ascertiva

PDP Trainers



Robert Bond
Partner, Bristows LLP

Robert Bond is a Partner, Compliance & Ethics Professional and Notary Public at Bristows LLP. He has specialised in technology law for over 37 years and is also a well recognised expert and author in the legal fields of TMT, ecommerce, data protection and cyber security. He is a member of Tech UK Big Data and Analytics Council and the United Nations Privacy Advisory Group, is on the advisory Board of the Data Protection Academy of Malaysia, and is an Ambassador for Privacy by Design.



Alison Deighton
Director, HelloDPO

Alison Deighton is a lawyer and was for several years the Head of Data Protection and Privacy at TLT Solicitors, a London law firm. She has over 15 years' experience of helping clients navigate their way through data protection requirements, and is now a director at HelloDPO, a data protection consultancy. Alison helps clients to come up with innovative solutions to ensure compliance with the law whilst also enabling them to get on with their business in a flexible and competitive way.



David Fagan
Business Legal

David Fagan, a former partner at Eversheds, is owner of Business Legal, a niche legal services firm. David has particular expertise and interest in data protection matters and has advised a number of clients that have come to the attention of the Data Protection Commissioner's Office in the last few years. David is described in Chambers Europe as being "particularly strong" on data protection issues.



John Fitzsimons
Barrister, Cornerstone Barristers

John Fitzsimons is a barrister at Cornerstone Chambers. He has particular expertise in data protection and information law. He regularly advises clients on a wide range of GDPR and FOI issues and has particular experience in rectification requests. John was instructed to advise and assist the UK Department of Culture, Media and Sport on various issues arising in respect of the Data Protection Bill 2018.



Paul Lavery
McCann FitzGerald

Paul Lavery is Head of McCann FitzGerald's Technology & Innovation Group and advises on a wide range of data protection, information technology, confidentiality and freedom of information issues. Paul is a Member of the Examination Board for the Practitioner Certificate in Data Protection.



Doug McMahon
McCann FitzGerald

Doug McMahon is a Senior Associate in the Technology and Innovation Group in McCann FitzGerald. Doug provides specialist advice on contentious and non-contentious data protection matters. Doug has significant experience helping clients to prepare for the General Data Protection Regulation, both in the private and the public sector.



Jenai Nissim
Director, HelloDPO

Jenai Nissim is a Solicitor and data protection expert. She spent several years as an in-house lawyer with a well-known financial services institution and more recently at a central London law firm providing data protection advice to a wide range of clients. Jenai is now a director at HelloDPO, a data protection consultancy.



Ashley Roughton
Barrister

Ashley Roughton is an independent Barrister in data protection. He was counsel in many of the leading data protection cases of the past decade and he regularly advises both individuals and data controllers in relation to proceedings before the Court and the Tribunal. He is a Member of the Practitioner Certificate in Data Protection Examination Board.

PDP Trainers



Sian Rudgard
Hogan Lovells

Sian Rudgard is Of Counsel at Hogan Lovells International LLP having previously worked as a Solicitor at the Information Commissioner's Office. Sian advises clients in both the public and private sector on a wide range of data protection and freedom of information issues with a particular focus on global compliance solutions. Sian is a regular and experienced contributor to conferences and training on data protection and freedom of information, and since leaving the ICO has been responsible for training its staff.



Manish Soni
Senior Associate,
Herbert Smith Freehills

Manish Soni is a Senior Associate Cybersecurity & Privacy lawyer within the cybersecurity practice at Herbert Smith Freehills. He holds the CISSP (Certified Information Systems Security Professional) certification, and his experience stems from diverse IT and legal backgrounds. Manish primarily acts in matters involving incident response and data security preparedness, including contentious and non-contentious matters, whether in a data privacy or non-privacy context.



Damien Welfare
Barrister,
Cornerstone Barristers

Damien Welfare is a Barrister at Cornerstone Barristers. He specialises in information law, including freedom of information, data protection, and the Environmental Information Regulations (of which he has made a special study), and local government law. Damien is a Member of the Examination Board for the Practitioner Certificate in Data Protection.



John Wilson
Director,
JMW Mosaic

John Wilson has worked as an information professional for over 35 years and since 1994 he has worked as an independent trainer and consultant specialising in information management with particular emphasis on knowledge sharing, document and records management, indexing and taxonomy. John has developed and delivered many training courses on information and records management in Europe and the Middle East.

pdp JOURNALS

Data Protection Ireland journal is dedicated to assisting organisations with their data protection obligations. It contains practical articles on data protection and GDPR compliance as well as invaluable news items to keep subscribers up-to-date with the latest guidance and enforcement actions.

For more information on subscriptions and to request your free sample edition, visit www.pdp.ie/journals

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