

**ICT and Security Management**

# Data Protection and Privacy

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE

**MSDI**

DELIVERY

**Online / Face-to-Face**

DURATION

**Flexible**

PREPARED FOR

**Organisation Approval**[Register for this Course](#)[View Online Course Page](#)

## Course Overview

This Magna Skills course provides a comprehensive understanding of **data protection principles, privacy compliance, and information governance** in public sector and non-profit organizations. As data becomes increasingly valuable and regulated, this course equips professionals with the knowledge and tools to safeguard sensitive information, comply with international and national data protection laws (such as GDPR and POPIA), and foster a culture of trust and accountability within their institutions.

Participants will gain practical skills on handling personal and organizational data securely, conducting risk assessments, developing privacy policies, and responding to data breaches—ensuring that government and NGO operations remain transparent, ethical, and compliant.

## Course Outcomes

- By the end of this course, participants will be able to:
  1. Understand key principles and global standards of data protection and privacy (including GDPR, POPIA, and other African frameworks).
  2. Identify and manage data protection risks within their departments or organizations.
  - 3.

Develop and implement internal data protection and privacy policies.

4. Strengthen institutional accountability and ensure compliance with legal and donor requirements.
5. Apply best practices in secure data handling, breach response, and information lifecycle management.

## Course Outline / Curriculum

---

1. **Introduction to Data Protection and Privacy**
  - Importance of privacy in modern governance
  - Overview of data protection laws and principles
2. **Legal and Regulatory Frameworks**
  - Understanding GDPR, POPIA, and regional privacy laws
  - Compliance requirements for NGOs and public entities
3. **Data Classification and Lifecycle Management**
  - Identifying personal, sensitive, and confidential data
  - Secure data storage, transmission, and disposal
4. **Developing Data Protection Policies**
  - Steps in creating internal privacy and data handling policies
  - Aligning organizational practices with donor and national standards
5. **Risk Assessment and Mitigation**
  - Identifying potential threats and vulnerabilities
  - Conducting Data Protection Impact Assessments (DPIA)
- 6.

## **Data Breach Management**

- Detection, response, and reporting procedures
- Communication strategies during data incidents

7.

## **Rights of Data Subjects**

- Access, rectification, and erasure requests
- Balancing transparency with confidentiality obligations

8.

## **Role of the Data Protection Officer (DPO)**

- Responsibilities, reporting structures, and ethical considerations

9.

## **Data Protection in Digital Transformation**

- Cybersecurity essentials for cloud, mobile, and remote systems
- Safeguarding digital identity and online communication

10.

## **Institutional Compliance and Audit Preparedness**

- Conducting internal audits
- Demonstrating compliance to regulators, donors, and stakeholders

## **Target Audience**

---

## Key Course Benefits

### Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

### Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

### Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

### Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

Pretoria, South Africa Vic Falls, Zimbabwe

Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

Kigali, Rwanda Kampala, Uganda Nairobi

Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

Accra, Ghana Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

Online, E-Learning Remote Teams Flexit

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

Onsite Custom Dates Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

[Register / Apply Online](#)

[View Full Course Page](#)

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training

NGO Capacity Building

Corporate Workshops

Online Learning

Face-to-Face Training

Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

<b>Organisation / Department</b>	
<b>Delegate Name(s)</b>	
<b>Approved Course</b>	Data Protection and Privacy
<b>Preferred Delivery Mode</b>	<input type="checkbox"/> Online <input type="checkbox"/> Face-to-Face <input type="checkbox"/> Organisation-Based Training
<b>Preferred Training Venue / Date</b>	
<b>Estimated Number of Delegates</b>	
<b>Budget / Vote Number</b>	
<b>Contact Person</b>	
<b>Email / Mobile</b>	

\_\_\_\_\_  
Authorised Name

\_\_\_\_\_  
Signature / Stamp

\_\_\_\_\_  
Date