

Data Protection and Privacy Course Details

Department: ICT and Security Management

Presented by Magna Skills Development Institute

[Registration Link](#)

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Course Summary

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 Objectives

- 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

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



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Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions
- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.