



Information Governance Solutions

Course Catalogue 2024

Think Data Protection! Think IGS!

Accredited by



Ghana

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About us

Information Governance Solutions provides expert services to support organisations meet jurisdictional data protection obligations and international standards with strategic and policy solutions including staff training and awareness. We specialise in the provision of services for clients to meet their data protection and Cyber/information security obligations, such as, The Data Protection ACT 2012 (Ghana), the EU General Data Protection Regulation (GDPR) and the wider jurisdictions of Africa, Europe and other global locations.

Our Mission

We enable transparency and accountability in Information Governance

Our Vision

Our vision is to be the “First choice for organizations in the public, private and third sector for data protection/privacy and cyber security solutions”

Our People

Our pool of consultants has expertise which span from information governance, cyber security & management, data protection & privacy, incident management, business continuity, training & coaching, programme and project management, Information Security Management Systems ISO 27001 Implementors & Auditors and a wide range of business management and leadership spectrums. Our combined experience encompasses private, government (local and central), health, charities and NGOs, education, social care, large and small to medium size enterprises.

Our lead consultant is an experienced and qualified GDPR practitioner with IAPP CIPP/E, holds an MSc. in Cyber Security and Management from the University of Warwick, Certified Information Security Manager, Implementor and Auditor (CISM&CISA) and has held various positions in the field. She is also an experienced and qualified trainer and adult teacher with a Diploma in Teaching and Learning.

AFRICA IN FOCUS

As the 55 African countries of the African Union (AU) move towards greater integration of trade policies through the African Continental Free Trade Agreement (AfCFTA), one area of noted for trade policy divergence is the governance of digital trade. African nations' rules governing the protection of personal data are a mixed bag, with some countries offering little to no protection policy while others have extensive digital governance frameworks. Given that internet connectivity, broadband access, and digital trade have coincided with broader economic development, the extent to which African nations form policies governing the digital landscape can also shape development across the whole continent and that is where Information Governance Solutions becomes a competent field player.

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Training and Awareness

Our flagship training services offer business specific training and refresher courses covering all aspects of information governance, international standards, audit requirements, general data protection/privacy compliance and accountability for all levels of your organization.

Training areas

- ✓ EU GDPR Foundation and Practitioner
- ✓ Jurisdictional Data Protection Training – across Africa (aligned to international best practice e.g. Convention 108+)
- ✓ Certified Data Protection Supervisor (CDPS) – Practitioner level
- ✓ Employee awareness
- ✓ Executive Level Awareness
- ✓ Function Specific Awareness
- ✓ Middle Management
- ✓ C Suite (board level)
- ✓ Training the trainer (T³) - Data Protection
- ✓ Privacy Management



Training formats we offer:

- Classroom (F2F)
- Online
- eLearning
- Blended approach

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Data Protection Training and Awareness for the C Suite/ Directors

Course Code IGSAFAF001

Duration: (Half Day) 9:00 am to 12:30 pm

Course Aim:

To provide training and awareness in data protection & privacy in relevant jurisdictions across Africa to ultimate decision makers in an organization.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain an overview of the Data Protection laws and regulations
2. Understand the obligations of organizations for compliance.
3. Identify those who are required to comply i.e., data controllers and processors/collectors.
4. Identify the benefits and return on investment on Data protection compliance.
5. Understand the impact of Data protection risk on the Corporate Risk Register.

Who should attend?

Anyone with executive level responsibilities i.e., CEOs, CFO. COO. CISO Managing Directors, Board Members and all Ultimate Decision makers.

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices.

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Data Protection Training and Awareness for All Employees

Course Code IGSAF002/ IGSAFAF0012A

Duration: Half Day: 9:00 am to 12:30 pm

Course Aim:

To provide training and awareness in data protection & privacy in relevant Jurisdictions across Africa to all employees of an organization.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain an understanding of the Data Protection Act 2012 (Act 843).
2. Identify and define what personal data is.
3. Identify who the data subject is.
4. Gain an understanding of the obligations of the organization (controller/processor).
5. Gain an understanding of the obligations of staff to adhere to data protection policies and procedures.
6. Understand basic data protection principles and its practical application.
7. Identify the rights of the data subject.
8. Understand the Security of personal data including breach reporting.

Who should attend?

Suitable for all employees within an organization to gain an overview and understanding of how data protection applies to their area of work.

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices.

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Data Protection Training and Awareness for Managers & Specialized Functions (HR, IT, Finance/Marketing/Compliance/Legal etc.)

Course Code IGSAF003 & IGSAF003A

Duration: One Day: 9:00 am to 4:30 pm

Course Aim:

To provide training and awareness in data protection & privacy in relevant Jurisdictions across Africa to Managers and how it applies to the management of specific departments/function.

Objectives:

Delegates will be able to demonstrate the following:

1. Gaining an understanding of the Data Protection Act in your region including Ghana, Kenya, Uganda, etc.
2. Define various data protection terminologies.
3. Gain an understanding of the obligations of the controller and processor.
4. Understand and explain the data protection principles and its practical application within various Department/Team.
5. Identify the rights of the data subject.
6. Gain a basic awareness of cyber security risks and measures for managing the security of personal data.
7. Understand the role of DPIA in managing DP risks
8. Identify policies and procedures required for Governance and Accountability and Data protection
9. Gain an awareness of Data Transfer and appropriate measures for managing third parties/vendors (processors)

Who should attend?

Suitable for all Managers, Team Leaders, Heads of departments/Legal Advisor/Officers, Compliance officers etc.

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices.

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Data Protection & Privacy Management

Course Code IGSAF004 & IGSAF004A

Duration: 2 Days: 9:00 am to 4:30 pm each day

Course Aim:

To equip Data Protection Supervisors/officers and Data Protection Privacy Managers with the knowledge and skills required to implement a privacy program within an organization. This course will utilize DPIA and gap analysis tools.

Objectives:

Delegates will be able to demonstrate the following:

1. Identify the various Data Protection Governance /Accountability Frameworks
2. Understand the basis to undertake Gap Analysis/Compliance Assessment.
3. Data Protection maturity models
4. Learn the principles of drafting policies and use templates for drafting data protection policies and SOPs
5. Apply the various approaches to raising data protection awareness within your organization.
6. Establishing a Data Protection and Privacy Program & Risk Register.
7. Determine the metrics and SLAs required for DP management
8. International Transfers and Third-party management

Who should attend?

Project Managers, Data Protection Managers, Data Protection Supervisors/Officers/Privacy Champions and all those interesting in managing DP Projects. Also suitable for employees in the following functions: HR, IT, Compliance, Finance/Audit/ Project Management Teams

Prerequisite:

Delegates must have completed at least one of the following courses:

Certified Data Protection Supervisors, Data Protection Training for Managers, Data Protection Audit or Data Protection Foundation

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices.

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Certified Data Protection Officer (CDPO)- (Practitioner)

Course Code IGSAF006 & IGSAF006A

Duration: 5 Days 9:00 am to 4:30 pm each Day

Course Aim:

To provide training and awareness in data protection & privacy in relevant Jurisdictions across Africa to Data Protection Supervisors/Officers.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain an understanding of the Data Protection laws and regulations in different jurisdictions.
2. Understand and define some common data protection terminologies.
3. Identify those who are required to comply i.e., data controllers and processors.
4. Identify the rights of the data subject and the processes to put in place to meet the requirement of the law
5. List and explain the data protection principles.
6. Gain the knowledge and skills to undertake the role of a DPS/DPO
7. Be able to undertake Gap Analysis/Compliance Assessments & DPIAs
8. Gain a basic awareness of cyber security and how it relates to Data Protection.
9. Identify policies and procedures required for Governance and Accountability.
10. Gain an awareness of International Data Transfer and appropriate measures.
11. Identify the requirements of managing third parties (processors).

Who should attend?

Anyone appointed or to be appointed as a DPS/DPO or interested in becoming a DP Practitioner

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices

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Data Protection Officer – Refresher Course

Course Code IGSAS005 & IGSAF005A

Duration: 2 Days 9:00 am to 4:30 pm each Day

Course Aim:

To provide a refresher to existing CDPS/DPOs certificate holders and to build on skills required to implement a privacy program with an organization. This course will utilize DPIA and gap analysis tools.

Objectives:

Delegates will be able to demonstrate the following:

Recap on areas covered in CDPS/DPO who have had some level of practitioner training.

1. Gain on the steps required to establish and maintain data protection programs in an organization
2. Undertake Gap Analysis/Compliance Assessment.
3. Identify the various Data Protection Governance Framework/Data Protection maturity models
4. Learn the principles of drafting policies
5. Apply the various approaches to raising data protection awareness within your organization.
6. Establishing a Data Protection and Privacy Program.

Who should attend?

Current CDPS certificate holders who attended the course in the last 12 to 18 Months or those who are yet to implement DP programs in their organizations

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices

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Data Protection Audit

Course Code IGSAF008 & IGSAF008A

Duration: 3 days

Days 9:00 am to 4:30 pm each Day

Course Aim:

To provide training and awareness in data protection & privacy in relevant jurisdictions across Africa to Auditors or those identified to undertake data protection audits within organization.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain an understanding of the obligations of the controller and processor.
2. Gather evidence to demonstrate Accountability to data protection & privacy in relevant
3. Jurisdictions across Africa
4. Identify what evidence and controls are required for data Protection Audit.
5. Identify the scope of the Data Protection Audit.
6. Develop and Data Protection Audit Report.
7. Address Non-conformities of the Data Protection Act.

Who should attend?

Internal and External Auditors or those who are interested in conduction DP Audits in organizations

Prerequisite:

Delegates must have completed at least one of the following courses:

Certified Data Protection Supervisors, Data Protection Training for Managers, Data Protection Foundation

Delivery Mode: Online:/F2F

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Data protection Train the Trainer

Course Code IGSAF010 & IGSAF010A

Duration: Three Days 9:00 am to 4:30 pm each Day

Course Aim:

To provide training and awareness of the Data Protection Act in your region to Data Protection Supervisors and Anyone who wishes to be certified as a DP Trainer

Objectives:

Delegates will be able to demonstrate the following:

1. Build on the knowledge and skills from the CDPS (Practitioner course)
2. CDPS exam areas and practice
3. Understand how to utilize different training methods and approaches
4. Demonstrate how to incorporate different learning styles in training courses
5. Deliver a session on data protection to demonstrate competence in delivery of a CDPS or other DP courses.

Information Governance Solutions

The above aims and objectives will be achieved through delivery over 4 days including one day for assessment. The outline of the Training Course is as follows:

1. Recap obligations of data controllers
2. Review the practicability of the data protection principles
3. Discuss data controllers approaches to meeting the rights of the data subject
4. Discuss any aspect of the Act that are required
5. Deliver Awareness training of the Act to delegates (assessment)

Who should attend?

CDPS and those wish to become DP trainers in their organization or as an accredited institution or certified practitioner/Consultant by DPC

Prerequisite:

Completion of CDPS Course and successfully passed the CDPS exams administered by DPC Ghana

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices

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Data Protection Foundation

Course Code IGSAF011/ IGSAF011A

Duration: One day: 9:00 am to 4:30 pm

Course Aim:

Our Foundation-level course provides a comprehensive introduction to Data Protection and an overview of the implications and legal requirements for organizations. It will provide an understanding of individuals (data subjects) rights, data breach reporting under data protection laws and regulations across Africa and beyond. It provides a basic introduction to data protection regardless of jurisdiction.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain awareness of Data protection laws and regulations and international conventions
2. Identify who are required to comply i.e., data controllers and processors
3. Gain an understanding of the obligations of the controller and processor
4. List and explain basic data protection principles and how to practically embedded privacy by design into an organization's operations
5. Identify the rights of the data subject
6. Gain an overview of International/cross border transfer
7. How to comply to the Act and demonstrate "Accountability"
8. Gain a basic awareness of cyber security and how it relates to data protection
9. Understand the role a DPIA in managing DP risks

Who should attend?

Anyone looking to gain basic knowledge and awareness of data protection and those who wish to proceed to work towards Certification as a Data Protection Officer or Data Protection Supervisor.

Also suitable for Project Managers, HR, IT, Compliance, Finance Managers, Auditors, and those interested in managing Data Protection Projects.

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices

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GDPR Awareness - Foundation

Course Code IGSAF013/ IGSAF013A

Course Aim:

To provide a comprehensive overview of GDPR to organizations that process EU citizens personal data. This will equip delegates with the knowledge and understanding of the obligations under the GDPR and demonstrating accountability.

Objectives:

Delegates will be able to demonstrate the following:

1. Gain an awareness of GDPR
2. Identify who are required to comply i.e., data controllers and processors
3. Gain an understanding of the obligations of the controller and processor
4. List and explain the data protection principles and how to practically embedded privacy by design into the organization's operations
5. Identify the rights of the data subject
6. How to comply to the Act and demonstrate "Accountability"
7. Gain a basic awareness of cyber security and how it relates to Privacy

Who should attend?

Anyone looking to gain basic knowledge and awareness of the GDPR and those who wish to proceed to work towards Certification as a Data Protection Officer. Also suitable for Project Managers, HR, IT, Compliance, Finance Mangers, Auditors, and those interested in managing Data Protection Projects involving European Citizens,

Delivery Mode: Online:/F2F

Location for face-to-face mode: Mombasa/Nairobi

Fees: Contact us for a list of current prices

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