



## **OVERVIEW**

As technologies evolve, creating boundaries in the current societal environment is not an easy task by any means. We must think expansively to create a framework where the release, sharing, and use of our information is transparent, and discretion over it can be managed in our daily lives.

## Sanjay Sharma, PhD, Data Privacy and GDPR Handbook

With a key objective of the Nigeria Data
Protection Regulation (NDPR) being to
safeguard the rights and privacy of data
subjects with regard to the processing of their
data, it is essential that everyone who works
with data of natural persons is aware of the
lawful basis of processing and other legal
obligations regarding the processing of the data
of data subjects.

This is a comprehensive introduction to the Nigeria Data Protection Regulation (NDPR), its implications and what it means for your company. This virtual Live Online programme is designed to teach you everything that needs to

be done within your company to be compliant with the NDPR. This is a beginnerlevel programme, requiring no prior knowledge in data privacy and protection regulation.

The C NDPR F programme is organised into 8 modules and each module has several quizzes that will help you learn more quickly. At the end of each module, a recap quiz will help prepare you for the certification exam. A 9th module was added for exam prep questions. This is a Live Online (virtual) programme.

# Who is this Certification Programme for?

This programme is designed for directors, managers and officers across different functions who want to understand how the requirements of the NDPR will affect their organisation, such as:

- Compliance officers, managers, professionals and practitioners
- Risk analysts and managers
- Data Protection Officers (DPOs) and other individuals responsible for maintaining conformance with the NDPR requirements
- Privacy managers
- Data analysts
- Information security managers
- **TIMAN**
- General or privacy counsels
- Project managers
- Corporate governance managers
- Employees in HR, Marketing, Sales and Finance departments
- Individuals who want to make career/mid-career change
- Individuals who want to transition or prepare to transition into consultant entrepreneurs
- Individuals who cannot transfer their current skills/experience directly into entrepreneurship
- Individuals with basic knowledge of data privacy and protection regulations, laws and practices who want to develop their career with a professional qualification
- Individuals who have no prior knowledge of data privacy and protection, but wish to enter the field of data protection with a professional qualification (either for paid employment or entrepreneurial pursuit)

# Why Choose LeishTon Academy for Your Data Protection Training Needs?



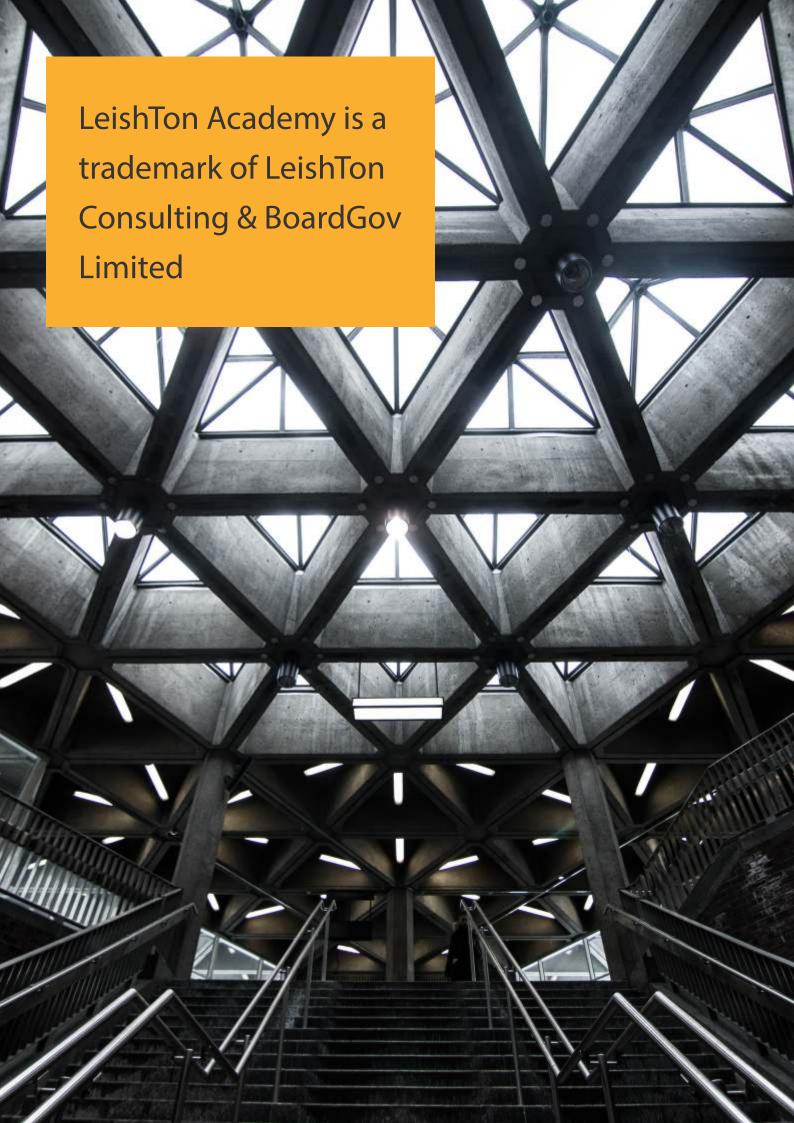
- We are first a research company, and everything we do, be it consulting or training, is based on research we have conducted or those conducted by others. So, we do not just train on the basis of emotions. Our training programmes are based on strong theoretical and empirical findings. These findings allow us to provide our programmes' participants up to date perspective on areas of interest.
- LeishTon Consulting & BoardGov Limited is a licenced Data Protection Compliance Organisation (DPCO) by the National Information Technology Development Agency (NITDA). LeishTon Academy, a trademark and the training arm of LeishTon Consulting & BoardGov Limited, is the first to introduce the

- world's first Certified NDPR Foundation and Practitioner training programmes. These are instructor-led Live Online (virtual) Certification programmes.
- LeishTon Academy has expert trainers who are working consultants with years of practical, hands-on experience in data privacy and protection. With our Certification Programmes, you can learn from anywhere. As an entity that fully embraces flexible and remote working, we have adjusted our delivery methods to allow you to learn from anywhere. Our Live Online delivery option enables you to attend this Certification programme virtually.



# SUMMARY OF PROGRAMME OUTLINE THIS PROGRAMME PROVIDES AN INTRODUCTION TO:

- Essential NDPR background and terminology
- What constitutes personal data
- The data protection principles and the lawful bases of processing personal data of data subjects
- Data subjects' rights, including data subject access requests (DSARs)
- Roles and responsibilities of controllers and processors
- Roles and responsibilities of NITDA
- Securing personal data of data subjects
- Data protection in public institutions
- Reporting data breaches
- Transferring personal data to foreign countries or international organisations
- Remedies, liabilities and penalties



## PROGRAMME FACULTY

#### Dr. McLeish U. Otuedon

Director, the LeishTon Centre for Leadership and Governance Thinking at LeishTon Academy and the President/CEO, LeishTon Consulting & BoardGov Limited



McLeish studied the links between leadership and work-related outcomes such as job satisfaction and organisational commitment on the one hand and corporate governance and corporate financial performance on the other hand. His other research areas of focus include emotional intelligence, international marketing/business, enterprise risk management, data privacy/protection, compliance and anti-money laundering. McLeish has also published several articles on both local and international journals.

#### McLeish has several certifications, including:

- Certified EU General Data Protection Regulation Foundation C GDPR F (ISO 17024: 2012 Certificated)
- Certified EU General Data Protection Regulation Practitioner C GDPR P (ISO 17024: 2012 Certificated)
- Certified EU General Data Protection Regulation Data Protection Officer (C GDPR DPO)
- Certified Cyber Security Foundation C CS F (ISO 17024: 2012 Certificated)
- Certified ISO 27001: 2013 ISMS Internal Auditor
- Certified Anti-Money Laundering Specialist (CAMS)
- Certificant member (CIRM) of the Institute of Risk Management (IRM), UK
- A holder of the IRM UK International Certificate in Risk Management
- Fellow (FCA), the Institute of Chartered Accountants of Nigeria (ICAN)
- Fellow (FCTI), Chartered Institute of Taxation of Nigeria (CITN)
- Environmental and Social Risk Analyst (ESRA)
- Member, Nigerian Institute of Management Chartered (MNIM)



## PROGRAMME FACULTY

## Mr. Humphrey I. Okorie



CEO and Board Member, Institute of Internal Auditors (IIA), Nigeria MBA and B.Tech (Federal University of Technology, Owerri)

Humphrey provides training, coaching and mentoring on risk-based Internal audit, audit report writing, team leadership, audit tools and techniques, cybersecurity assurance among others, to organisations of all sizes.

#### **Humphrey has several certifications including:**

- Certified Data privacy Solutions Engineer (CDPSE)
- Certified Information Systems Security Professional (CISSP)
- Certified Information Systems Auditor (CISA)
- Certification in Risk Management Assurance (CRMA)
- Certified Internal Auditor (CIA)

## PROGRAMME HIGHLIGHTS AND BENEFIT



Get a comprehensive introduction, from our experienced faculty, to the NDPR (Nigeria Data Protection Regulation)



The C NDPR F provides a practical understanding of the implications and legal/regulatory requirements for organisations of any size



The C NDPR F is a stepping stone to the Certified NDPR Practitioner Programme (C NDPR P)



Develop a practical understanding of the implications and legal requirements for your organisation



Learn from anywhere – You can attend our programmes Live Online



Our Live Online (Virtual) option allows you to study your way, keeping travel and costs down to a minimum



A three-day C NDPR F training programme



Successful completion of the programme and included exam leads to the award of the Certified NDPR Foundation (C NDPR F) qualification

## PROGRAMME COVERAGE

#### Introduction

### Module 1. Privacy origins, subject matter, scope and definitions

- Short history of data privacy
- Objectives of the NDPR
- Scope of the NDPR
- What is outside the scope of the NDPR Exceptions
- The NDPR triangle compliance model
- Related frameworks
- African Union Convention on Cybersecurity and Personal Data Protection (Malabo Convention 2014)
- Definition of key terms
- Key roles in NDPR
- Top myths about NDPR
- Business activities that are impacted by NDPR
- Further reading
- Module 1 summary
- End of module 1 quizzes

#### Module 2. Lawful purposes and data processing principles

- Governing principles of data processing
- Understanding the principles through examples
- Lawful bases of processing personal data
- Consent
- Definition of consent
- Processing consent necessary conditions
- Due diligence and prohibition of improper motives
- Principles governing consent
- When consent is required
- Types of consent
- Processing of a child's data conditions applicable
- Valid consent
- Consent to cookies
- Special/sensitive categories of personal data
- Definition

- Processing special categories of personal data
- Further reading
- Module 2 summary
- End of module 2 guizzes

### Module 3. Rights of data subjects

- The right of access by the data subject
- The right to be informed
- The right to rectification
- The right to erasure of personal data (right to be forgotten)
- The right to restriction of processing
- The right to data portability
- The right to withdraw consent
- The right to object to processing
- The right to lodge a complaint with a relevant authority
- The right to be informed prior to further processing
- Further reading
- Module 3 summary
- End of module 3 quizzes

#### Module 4. Controller and Processor

- Definitions (recap)
- Roles and responsibilities of the controller
- Roles and responsibilities of the processor
- Publicity and clarity of privacy policy
- Privacy notice
- Data security (security of processing)
- Data pseudonymisation, encryption and anonymisation
- Records of processing activities
- Retention of records
- Third party data processing contract
- Data privacy breach
- Notification of a personal data breach to the relevant authority
- Communication of a data breach to the data subject
- Further reading
- Module 4 summary
- End of module 4 quizzes

### Module 5. Transfer of personal data to foreign countries or international organisations

- Condition and requirements for transfers to foreign countries and international organisations to be effected
- Exceptions in respect of transfers to foreign countries
- Countries with adequate data protection laws/regulations
- Data transfer to subsidiaries or headquarters outside Nigeria
- Further reading
- Module 5 summary
- End of module 5 quizzes

### Module 6. Data protection in public institutions

- Data protection in MDAs
- Designation of a DPO
- Obligation of data controllers to share personal data with public institutions
- Processing of personal data for public, legal or vital interest by a data controller on behalf of a public institution
- Relationship with the Attorney-General of the Federation
- Use of technology for processing of personal data
- Further reading
- Module 6 summary
- End of module 6 quizzes

#### Module 7. Roles and responsibilities of NITDA

- NITDA's role in continuous public awareness and capacity building
- NITDA's role in registering and licensing of DPCOs
- NITDA's role in the transfer of personal data to foreign counties and international organisations
- NITDA's role in the establishment of the administrative redress panel
- NITDA's role in data protection audit
- NITDA's coordination role with the office of the Auditor General of the Federation regarding transfer of personal data to foreign countries and international organisations
- NITDA's role in Auditor's code of conduct
- NITDA's role in enforcing administration fines and sanctions
- Further reading
- Module 7 summary
- End of module 7 guizzes

## Module 8. Remedies, liabilities and penalties

- Right to lodge complaints with the relevant authority (NITDA)
- Complaintfiling
- Surveillance
- Investigation
- Administrative penalty for default
- Key considerations in determining the administrative fine to apply
- Criminal prosecution
- The enforcement process
- Establishment of administrative redress panel
- Application of international laws
- Local and international cooperation
- Further reading
- Module 8 summary
- **▼** End of module 8 quizzes

Module 9. Exam prep



# What Is Included In This Programme?

- Full programme materials (digital copy provided as a PDF file)
- **▼** The NDPR F exam
- End of module quizzes for knowledge testing
- Successful completion of the programme and included exam leads to the issuance of the Certified NDPR Foundation (C NDPR F) qualification
- A 40-question exam is required to earn this designation. Pass mark
   65% Passing the C NDPR F is a prerequisite for taking the C NDPR P programme



# What equipment do I need?

You will need a laptop or desktop for the duration of the programme and exam.



# Programme duration and times

Three 2-hour sessions for three consecutive days (9:00am – 11:00am, 12:00pm – 2:00pm, 3:00pm – 5:00pm).



Programme fees

N255,999.50 (USD656.41).



# Programme locations

Learn from anywhere with our instructor-led Live Online virtual programmes.



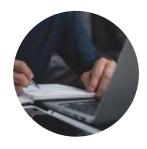
# Benefits of learning from anywhere

- Choosing a Live Online option means you save on travel, parking, hotels and other fees
- Learn and obtain a professional certification from the comfort of your home
- Our C NDPR F Live Online programme is hosted and delivered live by two of our expert trainers
- Wherever you are in the world, you can attend the Live Online C
   NDPR F programme, and get the full benefit of a classroom session



# Are there any prerequisites for this Programme?

There are no prerequisites for taking the C NDPR F programme.



# Are there any pre-reading materials for this Programme?

Yes. All pre-programme reading materials would be communicated at least one week to the programme schedule date.



## Exams and qualifications

Registrants take the Certified NDPR Foundation (C NDPR F) exam set by LeishTon Academy. There is no extra charge for this exam.

- Delivery method: Online (under the supervision of a Proctor)
- Duration: 60 minutes
- Ouestions: 40
- Format: Multiple choice
- Pass mark: 65% (26 questions must be correctly answered)



# What qualifications will I receive?

The programme supports professional development, and registrants who pass the included exam are awarded the Certified NDPR Foundation (C NDPR F) qualification by the LeishTon Centre for Leadership and Governance Thinking at LeishTon Academy. LeishTon Academy is the training arm of LeishTon Consulting & BoardGov Limited and LeishTon Consulting & BoardGov Limited is a NITDA licensed Data Protection Compliance Organisation (DPCO).



# How will I receive my exam results and certificates?

- Exam results will be available within seven working days from the date of the exam
- Certificates for those who have achieved a passing grade will be issued within seven working days from the date of the exam
- Results notification and certificates are emailed directly to candidates by LeishTon Academy. Kindly note that hard-copy exam certificates are not issued



# Do I need proof of identity to take the exam?

Candidates must provide a means of identity with photographic ID as the proctor invigilator may request to check it prior to the exam.



## Can the exams be retaken?

Yes. If you are unsuccessful on the first attempt, you can retake the exam one time within six months, free of charge. You can email us to schedule the retest.



# What language is this programme taught?

The C NDPR F programme is taught in English.

## Sample Certificate

Upon successful completion of the C NDPR F exam, candidates will be awarded a digital certificate by LeishTon Consulting & BoardGov Limited



..enhancing knowledge, transforming minds

LeishTon Consulting & BoardGov Limited (A NITDA Licensed DPCO)

**Hereby Certifies that** 

### **JAMES BAMGBOYE ATARAYE**

has passed the examination and is awarded the qualification

**Certified Nigeria Data Protection Regulation Foundation (C NDPR F)** 

Qualification Date 2020-10-18

Certificate number 0000001



**McLeish Otuedon,** PhD, DBA President, LeishTon

# READY TO REGISTER FOR THE C NDPR F PROGRAMME TODAY!

**Contact LeishTon Academy** 

Email: set@leishtonacademy.com

Call: +234(706)820-0233, +234(803)351-2955

# TO CONTACT OR SPEAK WITH THE DIRECTOR OF THE C NDPR F PROGRAMME DIRECTLY:

Dr. McLeish Otuedon

Email: mcleish.otuedon@leishtonacademy.com

Call: +234(803)200-7466

### **LEISHTON ACADEMY™**

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LeishTon Academy reserves the right to change any details of the Programme without notice.

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