LeishTon Centre for Leadership and Governance Thinking at LeishTon Academy

CERTIFIED NIGERIA DATA PROTECTION REGULATION PRACTITIONER (C NDPR P) PROGRAMME

A Gold Standard Programme for Current and Aspiring Data Privacy and Data Protection Professionals

LeishTon
CONSULTING. RESEARCH. TRAINING. GOVDATA

LeishTon
ACADEMY

Virtus est Magna

A NiTDA **Licensed DPCO**

Become a Certified Data Privacy and Protection Professional Through the

LeishTon Centre for Leadership and Governance Thinking at LeishTon Academy

OVERVIEW

"Concerns regarding the privacy of our data are growing with advances in technology, social networking frameworks and societal norms. Numerous questions are raised in this fast-evolving paradigm of convenience at no cost: Whose data is it? Who has the rights to sell it? What is the value of the information that we are generating? Can it be shared by the Data Collectors, and, if so, under what circumstances? Could it be used for surveillance, revenue generation, hacking into our accounts, or merely for eavesdropping on our conversations? And, most importantly, can it be used to influence our thinking, decisions, and buying behavior?"

— **Sanjay Sharma, PhD, Data Privacy and GDPR Handbook**

Understanding how to implement an effective data privacy and protection compliance programme in line with the NDPR, is essential for any company required to comply with the provisions of the NDPR. The LeishTon Academy's designed Certified NDPR Practitioner (C NDPR P) Programme is a step-by-step guide to NDPR compliance and implementation of a successful system of personal data protection.

The C NDPR P programme rides on the back of the learning in the C NDPR F programme and provides comprehensive guidance and practical advice on complying with the Regulation. It delves into the more advanced aspects of the NDPR, covering how the technical aspects of the Regulation can be translated into practical implementation actions in your organisation.

The C NDPR P programme is organised into 13 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 14th 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 managers and professionals with responsibility for or involved in making their organisations compliant with NDPR, including:

- Candidates who have passed the C NDPR F exam
- 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
- IT managers
- General or privacy counsels
- Project managers
- Corporate governance managers
- Employees in HR, Marketing, Sales and Finance departments
- Managers or consultants seeking to prepare and support an organisation in planning, implementing and maintaining a privacy compliance programme based on the NDPR
- Expert advisors involved in the security of personal data
- Individuals with little experience, but who wish to enter the field of data privacy and protection with a professional certification
- 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

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 Consult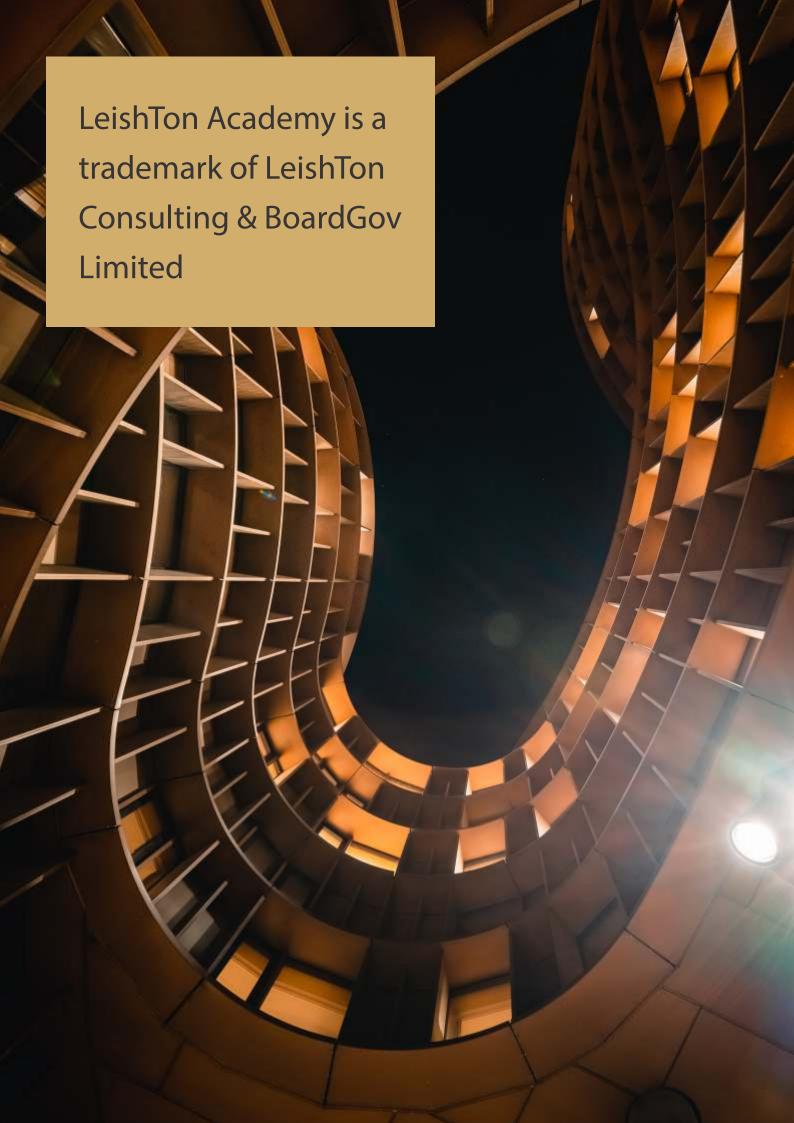ing & BoardGov Limited, is the first to introduce the world's first Certified NDPR Foundation and Practitioner training programmes. These are instructor-led Live Online (virtual) Certification programmes.

- 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 FOCUSES ON:

- How the data processing principles work in practice
- Roles of the data protection officer (DPO)
- Roles and responsibilities of Data Protection Compliance Organisations (DPCOs)
- Transparency through privacy notice
- The policies and procedures necessary to implement a robust data privacy programme
- Inventory of processing activities and retention
- The requirement for a data protection impact assessment (DPIA) and how to conduct one
- The role of risk management in DPIA
- Data mapping
- Consent and data subject access requests (DSARs)
- Data protection audit (DPA)
- Data breaches and incident response
- The data privacy compliance programme
- Transition to, and demonstrating compliance with the NDPR

LeishTon Academy is a trademark of LeishTon Consulting & BoardGov Limited

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

PhD (Central University of Nicaragua, Managua), DBA (SMC University, Switzerland), MSc (Middlesex University Business School, London), BSc (University of Nigeria, Nsukka)

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 practical guide, from our experienced faculty, to the NDPR (Nigeria Data Protection Regulation)

Delves into the detail of the NDPR, covering how each aspect of the Regulation can be translated into implementation actions in your organisation.

The C NDPR P provides a practical understanding of the activities involved in embedding NDPR compliance into the day-to-day activities of the organisation

The C NDPR P provides an advanced knowledge of the NDPR

Develop a robust guide to implement NDPR in 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 four-day C NDPR P training programme

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

PROGRAMME COVERAGE

Introduction

Module 1: Recap on data processing principles, lawfulness of processsing, rights of data subjects and definition of key terms.

Module 2: Data Protection Officer (DPO)

- Mandatory appointment of a DPO
- Voluntary appointment of a DPO
- DPO in multinational companies
- Liability of the DPO
- Qualities of a DPO
- The responsibilities of the DPO
- Responsibilties toward the DPO – Necessary resources
- Reporting line of the DPO
- Where does the DPO role sit within the organisation?
- Hiring an external DPO (outsourcing the DPO's role)
- DPO-as-a-Service
- Publication of the DPO's contact details
- Acting in an independent manner
- Conflicts of interest
- Protected role of the DPO
- The DPO and the organisation
- The DPO and the relevant authority (NITDA)
- The DPO and the DPCO
- The DPO's role in DPIA
- DPOs : The first 100 days
- Further reading
- Module 2: Summary
- End of module 2 quizzes

Module 3: Data Protection Compliance Organisations (DPCOs)

- Definition (Recap)
- Registration and licensing of DPCOs
- Appointment of a DPCO by every public sector institution
- Criteria for licencing DPCOs
- The role of DPCOs in data audits
- Audit verification statement by DPCOs

- DPCO terms of licence
- DPCO's (auditor's) code of conduct
- Basic ethical expectations required of DPCOs
- Further reading
- Module 3: Summary
- End of module 3 quizzes

Module 4: Transperancy through privacy notice

- The basics of privacy notices
- Requirements and content of a Privacy Notice
- Key requirements
- Content of a Privacy Notice
- Publicity and clarity of the Privacy Policy
- Details to be contained in the privacy policy of public sector institutions with data processing responsiilities and functions
- Further reading
- Module 4: Summary
- End of module 4 quizzes

Module 5: Inventory of processing activities and retention

- Overview
- Questions to be answered by the inventory
- Retention of personal data – why and what?
- Fufilling inventory and retention requirements – who and how?
- Specific information required for controllers
- Speciﬁic information required for processors
- Related documentation
- Furtherv reading
- Module 5: Summary
- End of module 5 quizzes

Module 6: Data Protection Impact Assessment (DPIAs)

- Requirement for DPIAs
- When to conduct a DPIA
- Who needs to be involved?
- Best pratices steps of the DPIA
- Conditions for the DPO's review of the DPIA

- The benefits of a DPIA
- Examples of where to use a DPIA
- At what point in a project should a DPIA be conducted?
- Who has reponsibility for conducting a DPIA?
- What is covered by a DPIA?
- Key stages of the DPIA – How to conduct a DPIA
- Linking the DPIA to the data processing principles
- Further reading
- Module 6: Summary
- End of module 6 quizzes

Module 7: The role of risk management in DPIA

- NDPR and risk
- DPIA as part of risk management
- What is risk?
- The threat landscape
- Risk management frameworks and standards (e.g. ISO 31000, ISO/IEC27005)
- The risk management process
- Risk assessment management
- The DPIA and the risk management framework
- Risk management and personal data
- Further reading
- Module 7: Summary
- End of module 7 quizzes

Module 8: Data Mapping

- What is an information flow?
- What does information flow look like ?
- Key elements of data flow
- Data flow mapping – questions to ask
- Data flow map
- How to conduct a data mapping exercise – pratical guidance
- Relationships between data mapping, DPIAs and risk management
- Futher reading
- Module 8: Summary
- End of module 8 quizzes

Module 9: Consent and data subject access requests (DSARs)

- Consent – the basics
- Key considerations when asking for consent from a data suubject
- How and when to ask for consent
- Data subject rights – the rights of data subjects
- Basics rules for DSARs
- Mediums to make DSARs
- DSARs – The key stages
- DSARs – Best practices steps in taking a DSAR request
- DSARs - exemptions and rejections
- Further reading
- Module 9: Summary
- End of module 9 quizzes

Module 10: Data Protection Audit

- Overview
- Audit periods
- Filing fees
- Content of the audit report
- The role of the DPCO in data audit
- The audit verification statement by DPCOs
- Audit template for NDPR compliance
- Further reading
- Module 10: Summary
- End of module 10 quizzes

Module 11: Data breaches and incident response

- The data breach basics
- Key considerations for controllers
- Communication to the relevant authority (NITDA)
- Communication to the data subject
- Key requirements for processors
- Data breach response by controllers and processors
- Incident response: top ten challenges
- Incident reponse process
- Cyber security assurance
- Cyber incident reality
- After a data breach, then what?
- Further reading

- Module 11 : Summary
- End of module 11 quizzes

Module 12: Setting up the data privacy compliance programme

- Making a choice about internal or external resources
- Putting the right and key policies and documentation together
- Engaging the key internal stakeholders and forming a project team, where necessary
- The role of DPO in definig the organisational approach to privacy
- Conducting a gap analysis
- Effective communication
- Awareness and trainig
- Key deliverables for compliance with NDPR
- Compliance checklist for data controllers and data processors
- Monitoring the implementation and conducting regular reviews
- Conduct data protection audit (internally and externally facilitated on an annual basis)
- Enforcement of poliicies and standards
- Keeping the DPO's knowledgee to date
- Further reading
- Module 12: Summary
- End of module 12 quizzes

Module 13: Transition to, and demonstrating compliance with the NDPR

- Preparing for the NDPR – key steps
- Engagment with the board and gainig board suppoort
- Quick wins
- Creation of project team
- Data inventoy
- Data flow audit
- Detailed gap analysis
- Create / improve key processes
- Communication strategy
- Further reading
- Module 13: Sumarry
- End of module 13 quizzes

Module 14: Exam prep

What Is Included In This Programme?

- Full programme materials (digital copy provided as a PDF file)
- The NDPR P exam
- End of module quizzes for knowledge testing
- Successful completion of the programme and included exam leads to the issuance of the Certified NDPR Practitioner (C NDPR P) 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 four consecutive days (9:00am – 11:00am, 12:00pm – 2:00pm, 3:00pm – 5:00pm).

Programme fees

N299,999.50 (USD769.23).

Programme locations

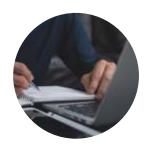Learn from anywhere with our instructor-led Live Online virtual programmes.

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 P 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 P programme, and get the full benefit of a classroom session

Are there any prerequisites for this Programme?

Before joining this programme, you must have an introductory knowledge of the NDPR and have passed the Certified NDPR Foundation (C NDPR F) exam.

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. In addition, we recommend you read the "Nigeria Data Protection Regulation 2019: Implementation Framework"

Exams and qualifications

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

- **Delivery method: Online (under the supervision of a Proctor)**
- **Duration: 90 minutes**
- **Questions: 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 Practitioner (C NDPR P) 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, only digital certificates are 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 P programme is taught in English.

Sample Certificate

Upon successful completion of the C NDPR P 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 Practitioner (C NDPR P)

Qualification Date
2020-10-18

Certificate number
0000001

McLeish Otuedon, PhD, DBA
President, LeishTon

READY TO REGISTER FOR THE C NDPR P 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 P PROGRAMME DIRECTLY:

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