

COURSE CONTENTS & PROGRAMME SCHEDULE
DATA PROTECTION OFFICER (ESSENTIALS) CERTIFICATE

Training No: 10001583414

Date: 18 September 2025

Time: 8:30 am to 5.00 pm

Venue: HELP University, ELM Business School, Kuala Lumpur

Time	Contents
Thursday, 18 September 2025	
8:30 am – 9:00 am	Registration & Networking Breakfast
9:00 am – 11:00 am	<p>Module 1: Understanding the 7 Core Principles of the PDPA An in-depth walkthrough of the foundational pillars of data protection compliance:</p> <ul style="list-style-type: none"> • Principle 1: General Principle Lawful, fair and purpose-specific processing.\ • Principle 2: Notice and Choice Principle Crafting effective privacy notices and managing consent. • Principle 3: Disclosure Principle Governing third-party sharing and legal disclosures. • Principle 4: Security Principle Technical and organisational measures to prevent unauthorised access. • Principle 5: Retention Principle Data minimisation, archiving and destruction practices. • Principle 6: Data Integrity Principle Ensuring accuracy, completeness, and currency of data held. • Principle 7: Access Principle Empowering individuals with their rights to access and transparency.
11:00 am – 12:30 pm	<p>Module 2: Rights of Data Subjects — Legal and Operational Insights This module covers the legal framework and real-world handling of data subject requests. We will walk through practical templates, internal SOPs, and response timelines:</p> <ul style="list-style-type: none"> • Right to Access Personal Data • Right to Correct Inaccurate Data • Right to Withdraw Consent • Right to Prevent Processing Likely to Cause Damage or Distress • Right to Prevent Processing for Purposes of Direct Marketing
12:30 pm – 1:30 pm	Lunch & Networking
1:30 pm – 3:00 pm	<p>Module 3: Cross-Border Data Transfers This session focuses on the compliance risks and requirements when transferring personal data overseas:</p> <ul style="list-style-type: none"> • Conditions for cross border personal data transfer • What qualifies as "adequate level of protection" • Data subject's consent to the personal data transfer • Transfer necessary for the performance of a contract between the data subject and data controller • Transfer necessary for the performance of contract between data controller and third party • Transfer for the purpose of legal proceedings • Requirements to take all reasonable precautions and exercise all due diligence for cross border transfers of personal data

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3:00 pm – 5:00 pm	<p>Module 4: Personal Data Breach Notification Protocols</p> <p>Given the recent PDPA amendments, breach management is no longer optional. This session will include:</p> <ul style="list-style-type: none"> • What constitutes a “<i>personal data breach</i>”? • Personal data breach that must be notified to the Commissioner • Timeframe for notification to the Commissioner • Notification process to the Commissioner • Personal data breach that must be notified to the affected data subject • Timeframe for notification to data subjects • Manner of Notification to Affected Data Subjects • Obligation to Maintain Records of Personal Data Breaches