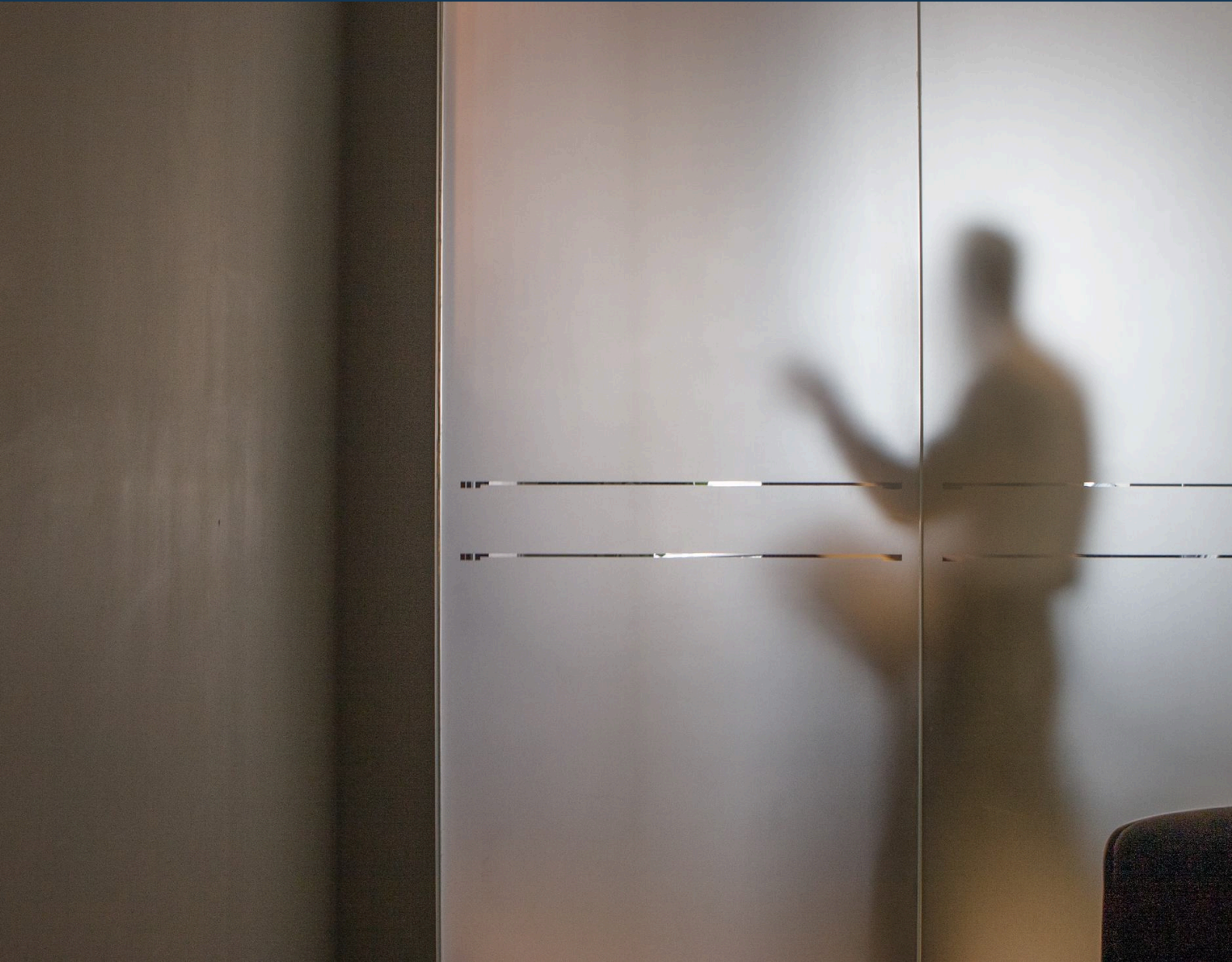


Halderstone



Training module

Data Protection Principles

Privacy roles, obligations and controls in organisations, aligned with common national and international data protection requirements



Do you need to understand data protection concepts?

Overview

Privacy and data protection are often approached either as detailed legal analysis or as isolated operational tasks. What is frequently missing is a clear, shared understanding of the domain as a whole : the roles organisations play, the lifecycle of personal data, the obligations that recur across laws, and the instruments used to manage them.

This module provides that overview. Participants learn how personal data is handled in organisations, how responsibilities are typically structured, what most data protection regimes expect in principle, and why mechanisms such as impact assessments, processing records, and contractual arrangements exist.

The module is intentionally non-technical and non-prescriptive. It explains what the main elements of the data protection domain are and how they relate , without teaching how to perform specific assessments, create documents, or implement controls.



Target audience

- Professionals entering or working in data protection–related roles (managers, coordinators, advisors)
- Employees who handle or influence personal data in HR, IT, operations, products, or customer services
- Consultants supporting organisations with basic or evolving data protection practices
- Internal auditors or assurance professionals seeking understanding of the data protection domain (without audit technique)

Is this module for you?

It is a good fit for you if you...

- want a clear mental model of data protection as a management domain.
- need to understand roles, obligations, and lifecycle concepts.
- work with personal data and need context beyond legal text.
- support or review privacy practices without specialist depth.
- want a law-agnostic overview of common privacy concepts.

It may be less suitable for you if you...

- are looking for clause-by-clause analysis of specific privacy laws.
- need step-by-step guidance for executing DPIAs or maintaining records.
- expect prescriptive templates, procedures, or tooling.
- are seeking advanced specialist or legal deep-dive training.

Learning outcomes



Key outcomes

- Explain what personal data is and how identifiability arises in organisational contexts
- Recognise recurring obligations found across most data protection laws and frameworks
- Understand why different organisational roles exist in data protection and what they imply

Additional capabilities

- Describe the personal data lifecycle and recognise common points of loss of control
- Understand how roles, obligations and instruments relate without performing or designing them
- Explain what instruments such as DPIA, processing records and processing agreements are and why organisations use them



Agenda

What privacy and data protection are really about

How to frame privacy and data protection as constraints on organisational data use, driven by identifiability, context, and impact rather than by labels or tools

Personal data in organisations: lifecycle perspective

How to view personal data across its full lifecycle and recognise where loss of oversight and control most commonly occurs

Organisational roles in data protection

How to distinguish decision-making and instruction-following roles and use those distinctions to drive accountability and coordination

Common obligations across data protection regimes

How to apply recurring obligations such as transparency, purpose alignment, minimisation, retention, and accountability in a consistent, operational way

Key instruments and mechanisms

How to understand instruments like DPIAs, processing records, and processing agreements as problem-solving mechanisms rather than compliance artefacts

Data subject rights: intent and organisational impact

How to interpret data subject rights as constraints on processing design and operational routines that affect multiple functions

Case-based workshop

Applying the learned concepts, methods, and approaches in a realistic case setting

Included materials



Learning materials

- Slide deck
- Participant workbook

Templates & tools

- Personal data lifecycle mapping canvas
- Roles and responsibility overview map
- Overview sheet: key data protection instruments and their purpose

Confirmation

- Confirmation of participation

Preparation guidance

Assumed background

None. Participants should be familiar with basic organisational contexts such as processes, roles, and information use.

Logistics



Available languages

- English
- German

Standard delivery options

- Virtual live teaching
- Blended learning (e-learning + live)

Bespoke delivery options

- On-site delivery at your place
- Content adapted to your organization



Halderstone

Halderstone by Langer & Co

Zürcherstrasse 2

CH-8852 Altendorf

Switzerland

info@halderstone.com

www.halderstone.com