



DATA PROTECTION COMMISSION

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Certified Data Protection Supervisor (CDPS) Training

About the CDPS Programme

The **Certified Data Protection Supervisor (CDPS)** is a **practitioner-level training programme** developed by the **Data Protection Commission of Ghana**. It equips professionals with the practical skills and legal understanding required to support and supervise data protection compliance activities in their organisations.

The training is delivered by **Commission-accredited institutions**, but **assessment, certification, and results are managed solely by the Data Protection Commission**.

Objectives of the Training

At the end of the course, participants will be able to:

- Interpret and apply key provisions of **the Data Protection Act, 2012 (Act 843)**
- Support internal compliance frameworks aligned with the Eight Data Protection Principles
- Maintain proper documentation such as **ROPA** and consent records
- Facilitate data subject requests and reporting of data breaches
- Act as internal champions of **privacy, accountability, and data governance**

Training Overview

- **Duration:** 5 Working Days
- **Delivery:** In-person or virtual (depending on institution)
- **Mode:** Facilitator-led sessions with exercises, policy walkthroughs, and case studies
- **Assessment:** Final examination and evaluation administered by the Commission
- **Certification:**
 - Certificate of Participation (after attending all sessions)



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- **Certified Data Protection Supervisor Certificate** (after passing the Commission's assessment)

Who Should Enrol?

While open to all professionals, the course is recommended for individuals who:

- Process or manage personal data regularly
- Serve in administrative, records, ICT, customer service, or compliance roles
- Support internal implementation of data protection frameworks
- Aim to become Data Protection Officers (DPOs) in the future

Key Modules Covered

- Legal Framework: The Data Protection Act, 2012 (Act 843) & role of the Data Protection Commission.
- Principles of Data Protection & Practical Application
- Data Subject Rights and Handling Requests
- Roles, Responsibilities, and Obligations of Controllers, Processors
- Security of Personal Data & Breach Notification and Incident Response
- Role of the Data Protection Supervisor in Organisational Compliance
- Privacy Compliance Framework & Personal Information Management Systems (PIMS)
- Data Protection Impact Assessments (DPIA)
- Organisational Risk Management Framework
- Data Inventory and Data Map
- International Transfer
- Internal Audits and Compliance Monitoring

Accredited Training Institutions

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Training delivery is handled by the following **Commission-accredited institutions**:

1. Information Governance Solutions Africa (IGS)

- **Website:** www.infogovgh.com

2. WTS - Nobisfields

- **Website:** www.nobisfields.com

3. E-Crime Bureau

- **Website:** www.e-crimetrainingacademy.com

4. DESKS Multi-Tech Consulting (DMTC)

- **Website:** www.dmtctech.com

Please note: Accredited Institutions deliver only the training. All **registrations, examinations, results, and certificates** are handled directly by the **Data Protection Commission**.

Training Schedule

CDPS training sessions are held throughout the year.

Visit the Commission's [Training Calendar](#) for upcoming dates or contact the DPC for institutional bookings.

How to Register

All registrations must be completed through the **Data Protection Commission**. [Click here to register](#) for the next available CDPS session.

Need Help?

For registration support or general enquiries, contact the Commission:

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- **Email:** training@dataprotection.org.gh
- **Phone:** +233 256 226 922
- **Website:** www.dataprotection.org.gh

Why Enrol in the CDPS Programme?

- Practitioner-level certification endorsed by the **Data Protection Commission of Ghana**
- Delivered by trusted **Accredited Training Institutions**
- Focused on practical tools, real scenarios, and national regulatory expectations
- Enhances organisational readiness and builds internal compliance capacity

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