

DATA PROTECTION AWARENESS

BESPOKE AWARENESS TRAINING .

- Overview of the Ghana Data Protection Act 2012 (Act 843)
- Importance of Data Protection in Organizational Growth.
- Legal and Reputational Risks of Non-Compliance.



TRAINING MODULES BASED ON STAFF LEVEL

- Higher-Level Management (Board of Directors & Senior Managers)

1. Data Protection and Corporate Governance
2. Legal Obligations & Risk Management
3. Privacy by Design & Security Governance
4. Decision-Making & Compliance Monitoring
5. Data Protection requirements (Our Asks)



- Middle-Level Management (Department Heads, Unit Managers, Supervisors)

1. Operationalizing Data Protection in Departments
2. Incident (data breach) Reporting & Response Plans
3. Training & Awareness Initiatives
4. Benefits of being Data Protection compliant
5. Steps in ensuring compliance

- Lower-Level Management (General Staff, Frontline Workers, Support Staff)

1. Introduction to Data Protection
2. Personal Data & Privacy Rights
3. Principles of Data Protection
4. Rights of data subjects and obligations of data controllers and processors
5. Basic Data Protection Safeguard Practices

CERTIFICATION

- Certificate of Participation



TRAINING DELIVERY METHODS

- Interactive Sessions both Face-to-Face and Online (for all levels based on Data Controllers Preference)
- Case Studies & Group Discussions (for all levels)
- Hands-on Exercises (Middle & Lower Management)
- Q&A & Discussions (All levels)



LOGISTICS & MATERIALS



MODE OF TRAINING (IN-PERSON)	MODE OF TRAINING (ONLINE)
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•FEES:
10-20 individuals = GHS750 per person
21 and above = GHS400 per person

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•Venue Selection and Booking:
The Data Controller must arrange for an appropriate venue for the training provided it is in person.

•Teams Platform:
the teams link is created and generated by the training team of the data protection commission

•Materials and Equipment:
All necessary materials and equipment will be made available

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All strong internet connectivity, laptops

•Transportation and Accommodation (Outside Accra): The Data Controller will provide transportation and accommodation for facilitators, ensuring their comfort and timely arrival at the event.

PAYMENT POLICIES AND INVOICING

An invoice for Bespoke awareness training will be prepared when the Data Protection Commission and Data Controller have finalized a convenient date and number of individuals for the training. The invoice will be shared with the data controller for revision and payment.

