

# Course : Personal data protection: best practices for everyday life

**Synthesis course - 3.5 hours - Ref. 9DP**

**Price : 410 CHF E.T.**

Article 32 of the General Data Protection Regulation (GDPR) requires companies to implement defensive security measures. Find out what's at stake and the best practices to implement on a daily basis.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Understand digital identity and the related risks
- ✓ Know how to protect your data on a daily basis, in your personal and professional life
- ✓ Know what to do in the event of a data leak

## Intended audience

Anyone wishing to understand the challenges of personal data protection.

## Prerequisites

No special knowledge required.

## Practical details

### Teaching methods

Conference with time for discussion with participants.

## Course schedule

### 1 Understanding the context

- What is a digital identity?
- Why RGPD?
- Reminder of CNIL's role.
- What does the CNIL define as personal and sensitive data?

### PARTICIPANTS

Anyone wishing to understand the challenges of personal data protection.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 2 Good day-to-day practices

- Cybersecurity risk: vulnerabilities/threats/impacts. Social engineering.
- Recognize a phishing/vishing attack asking for personal data.
- Password management.
- Monitoring your digital identity.
- Other business recommendations: data retention, compartmentalization...

## 3 What can I do about a data leak?

- I've been the victim of a leak or attack on my digital identity: filing a complaint, notifying the CNIL...
- My company is the victim of a data leak: first steps.
- Cyber-crisis management (crisis unit, communication plan).
- What does the law say?

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.