

# Certified Information Privacy Professional Training (CIPP/E)



## About the Lawyers Hub

The Lawyers Hub is a law tech organisation based in Kenya that focuses on Digital Policy and Justice Innovation. We run several initiatives at the confluence of Law and Technology, including capacity building under the Africa Digital Policy Institute, and offer technical legal support to innovators and startups through the Africa Startup Law Accelerator. Additionally, we convene weekly policy discussions and bring together digital policy change actors annually at the Africa Law Tech Festival in July, and judicial actors during the Africa Legal Innovation Week every December. The Lawyers Hub is also the publisher of the Africa Journal on Law & Tech. Our thematic focus areas include AI and Data Governance, Digital Platforms and Infrastructure Regulation, Intellectual Property, Internet Governance, Justice-Tech, and Digital Democracy.



## About the Africa Digital Policy Institute

The Lawyers Hub launched the Africa Digital Policy Institute (ADPI), a premier training institution that seeks to grow the next generation of digital policy leaders and build capacity through training. The institute offers both In-person and virtual training sessions targeting different industries on Artificial Intelligence, Intellectual Property Digital Identity and our leading Data Protection and Compliance course for Professionals and Legal

Practitioners. Additionally, we are an official training partner of the International Association of Privacy Professionals (IAPP) and offer training on the Certified Information Privacy Professional/Europe (CIPP/E) and Certified Information Privacy Manager (CIPM) in Kenya.



## Introduction

The enforcement of data protection reforms has seen a drastic change in how businesses and organisations are expected to process data, handle data and align their policies appropriately to the laws and regulations in place. The CIPP/E training equips you with 'All You Need to Know' on Data Protection and Compliance. It builds a deep understanding of European laws, regulations and policy frameworks. The curriculum includes explanations of European regulatory structures; concepts of data protection; and major laws including the GDPR and the ePrivacy Directive. There is no need for prior knowledge or experience to complete this course. Upon successful completion of the training modules, one will be awarded with a participatory certificate from the Africa Digital Policy Institute and the Lawyers Hub and is eligible to sit the IAPP exams for certification as a Privacy Professional.



### Course Type

CIPP/E Training



### Course Duration

4 Days



### Course Format

Instructor-led live training

## Course Objectives



### For Individuals:

- **Gain in-depth knowledge of European privacy laws and regulations:** This includes a thorough understanding of the General Data Protection Regulation (GDPR), ePrivacy Directive, and other relevant legal frameworks.
- **Develop practical skills for implementing data protection programs:** Learn how to design, build, and operate comprehensive programs that align with European regulations.
- **Master cross-border data transfer requirements:** Navigate the complexities of transferring personal data between the EU and other jurisdictions.
- **Stay updated on emerging privacy trends:** Gain insights into new technologies and their impact on data protection, keeping your knowledge current.
- **Prepare for the CIPP/E exam:** Receive focused training to increase your chances of successfully passing the certification test.
- **Enhance your career prospects:** Earning the CIPP/E certification demonstrates your expertise in European data protection, making you a valuable asset to organisations operating in the European market.



### For Organisations:

- **Build a privacy-aware workforce:** Equip your employees with the knowledge and skills to handle personal data responsibly, minimising compliance risks.
- **Demonstrate commitment to data protection:** Showcase your organisation's adherence to European regulations, fostering trust with customers and regulators.
- **Develop a data protection program:** Gain practical guidance on creating and implementing a program that meets GDPR and other legal requirements.
- **Reduce the risk of data breaches and fines:** Enhance data security and reduce the potential for costly penalties in case of non-compliance.
- **Gain a competitive edge:** Stand out from competitors by demonstrating your commitment to data protection and responsible data practices.



### What You Get;

- Instructor-led live training (4 Days)
- Electronic copy of IAPP course textbook
- Course notes and handouts to support you in the course and beyond
- Sample course exam questions and answers
- 12-month IAPP membership
- CIPP/E Exam Study Resources
- CIPP/E Exam



### Who Should Attend?

- Suitable for any person interested in developing their knowledge in data protection & compliance.
- Anyone who uses, processes and maintains personal data in compliance with the GDPR.
- Data Protection Officers.
- Data Protection Lawyers.
- Records Managers.
- Information Officers.
- Compliance Officers.
- Human Resource Officers.



## Course Modules

Module	Description	Units
<b>Module 1</b>	<b>Foundations of Data Protection</b>  Introduces key European data protection laws and regulatory bodies, describing the evolution toward a harmonised legislative framework	<ul style="list-style-type: none"><li>• Learn the respective roles of the European Union, the Council of Europe, the Court of Justice of the EU and the European Court of Human Rights.</li><li>• Understand the interplay between the GDPR, the ePrivacy Directive, and related legislation such as the Charter of Fundamental Rights of the EU and the European Convention on Human Rights.</li><li>• Trace the evolution of data protection laws, including the Data Protection Directive and the GDPR.</li><li>• Understand the evolution of Data Protection in Africa</li><li>• Recognize personal data, anonymous and pseudonymous data, and special categories of data.</li><li>• Know the responsibilities of different data protection roles, such as controllers and processors</li></ul>
<b>Module 2</b>	<b>GDPR Compliance</b>  This module covers the fundamental concepts of data protection law, with a multi-jurisdictional analysis of how these concepts are implemented.  Discusses the applications of European data protection laws, legal bases and compliance requirements for processing personal data in practice, including employers processing employee data, surveillance, direct marketing, and internet technology and communications	<ul style="list-style-type: none"><li>• Detailed understanding of the GDPR's essential elements and how to integrate them into a compliance framework</li><li>• Data Protection Principles, GDPR Scope, consent, legitimate interests and special categories</li><li>• Rights of Data Subjects, Privacy notices and transparency</li><li>• Obligations of data controllers and data processors</li><li>• International Data Transfers, Data localization requirements and impact on organisations</li><li>• Understanding formal accountability mechanisms : Data Protection by design and default, data protection impact assessments, and data protection officer roles and responsibilities</li><li>• Processing Employee data, surveillance, marketing and internet considerations</li></ul>
<b>Module 3</b>	<b>Legislation and Regulatory Bodies</b>	<ul style="list-style-type: none"><li>• Learn the major regulatory bodies, including the European Data Protection Board and the Data Protection Supervisor, and their enforcement powers.</li><li>• Know the roles, powers and procedures of supervisory authorities.</li><li>• Regulation of Data Protection in the African context</li><li>• Gain a solid grasp of remedies, liabilities, penalties, and administrative fines.</li></ul>

<b>Module 4</b>	<b>Data Security</b>  This module covers the fundamental concepts on what an organisation must do to protect data Discusses considerations and duties of controllers and processors for ensuring security of personal data and GDPR specifications for providing notification of data breaches	<ul style="list-style-type: none"> <li>• Designing your organisation's data retention schedule</li> <li>• Data Security</li> <li>• Types of cyber risks</li> <li>• Risk management: Risk appetite, risk identification, risk profiling, risk assessment and risk management</li> <li>• Designing an Incident response plan</li> <li>• Breach Reporting</li> <li>• Data Audits</li> </ul>
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## Cost

Category	Description	Cost
IAPP Training (CIPP/E)	Individual	USD 850 (Incl. VAT)
		KES. 140,000.00 (Incl. VAT)
Group Charges	Group charges for up to 5 people	10% discount on total payable cost
All payments should be made using either of the following account details:		
<b>OPTION 1</b> <b>BANK DETAILS : KES ACCOUNT</b> A/C Name: LAWYERS TECH HUB LIMITED A/C Number: 03003225651750 Bank & Branch: I&M BANK, YAYA CENTRE Name: DELEGATE NAME Bank Code: 57 Branch Code: 030 Swift code: IMBLKENA		<b>OPTION 2:</b> <b>BANK DETAILS: USD ACCOUNT</b> A/C Name: LAWYERS TECH HUB LIMITED A/C Number: 03003225651250 Bank & Branch: I&M BANK, YAYA CENTRE BRANCH Bank code: 57 Branch code: 030 Swift code: IMBLKENA
<b>OPTION 3: MPESA DETAILS</b> PAYBILL NUMBER: 542542 Account Number: 03003225651750		

## Course Trainers

Lawyers Hub & Africa Digital Policy Institute (ADPI)

## General Notes

- The course will be delivered in English.
- The course will run on a monthly basis for the Year 2024.
- Presentations are well guided, practical exercise, interactive discussions and workshops.
- Our facilitators are experts with more than 10 years of combined experience.
- Upon completion of training the participant will be issued with a certification from the Africa Digital Policy Institute and the Lawyers Hub, Reading resources and exam registration with International Association of Privacy Professionals (IAPP).
- 2 CPD Points for lawyers in Kenya.

# Lawyers Hub Training Courses Terms & Conditions

## 1. INTRODUCTION

- 1.1. These terms and conditions apply to all training courses offered by Lawyers Hub ("the Organization").
- 1.2. By booking a course with the Organization, attendees agree to be bound by these terms and conditions
- 1.3. Lawyers Hub reserves the right to review and update these Terms & conditions periodically at its sole discretion

## 2. BOOKINGS & REGISTRATION

- 2.1 **Standard training.** Standard In-person training and virtual courses can be booked via the Lawyers Hub [website](#), emailing [trainings@lawyershubafrica.com](mailto:trainings@lawyershubafrica.com) or calling +254784840228. When you submit a booking or inquiry for a course, The Lawyers Hub will then respond by sending you an email with the training course specifications for confirmation & payment.
- 2.2 **Custom Training.** Custom training engagements can also be contracted through [trainings@lawyershubafrica.com](mailto:trainings@lawyershubafrica.com) or calling +254784840228
- 2.3 Invitation Letter. Should a participant/institution require an official invitation letter from Lawyers Hub, the same will be provided upon request.

## 3. PAYMENT

- 3.1 **Training fees** will be paid in full at the point of registration via Bank or Mobile Money through payment details provided by the Lawyers hub or directly online through the lawyers hub website
- 3.2 Sales taxes (VAT etc.), if any, are charged at the applicable rate depending on the Course and a tax invoice issued to registered participants.
- 3.3 **LPOs & Undertakings.** The Lawyers Hub shall accept these only from organizations/institutions and not from individual participants. Payments should be made not later than 30 days from the day of issuance.
- 3.4 **No refund policy:** The Lawyers Hub does not offer any money-back guarantees. All training fees are non-refundable unless stated otherwise.
- 3.5 The Organization reserves the right to refuse any booking if payment has not been received

## 4. CANCELLATION

### 4.1. Cancellation by customer.

- 4.1.1 In-person/virtual training. The participant must notify the Lawyers Hub in writing (by email) that they wish to cancel the training course not less than 3 days before the start date of a course. The participant will be automatically registered for the next session of the training they signed up for. If you fail to attend the course on which you are booked without giving prior notice to the Lawyers Hub, you will be deemed to have fully utilized any payments made for the session.
- 4.1.2. You must make any request to cancel a course in writing, which may be sent by email to: [training@lawyershubafrica.com](mailto:training@lawyershubafrica.com)
- 4.2. **Cancellation by the Lawyers Hub.** Lawyers Hub reserves the right to cancel any training course due to insufficient enrollment by providing notice to you at least 5 calendar days prior to schedule commencement date. New dates will be set and a communication update shared with registered participants.

## 5. CERTIFICATION

Where a certification is to be issued for a course attended, it may be issued 30 days after the end of training or within such a reasonable time if the 30-day lapses.

## 6. COURSE ATTENDANCE

- 6.1. Attendees are required to attend the full duration of the course to be eligible for a certificate of completion.
- 6.2. The Organization reserves the right to refuse entry to any attendee who arrives late or who does not attend the full duration of the course. Lawyers Hub reserves the right to remove any delegate from a training course whose behavior is deemed inappropriate by the host & its trainers. In these circumstances, Lawyers Hub will neither refund any fees nor reimburse any other costs.
- 6.3 You shall not allow anyone else to access the links for virtual courses.

## 7. LIABILITY

- 7.1. The Organization accepts no liability for any loss or damage to personal property or for any personal injury or illness sustained by attendees during the course.
- 7.2. The Organization's liability for any other loss or damage, whether direct or indirect, is limited to the amount paid by the attendee for the course.
- 7.3 The Lawyers Hub does not accept responsibility for anyone acting as a result of information in, or views expressed on its training courses including course materials. Opinions expressed are those of Individual trainers. Participants should take professional advice when dealing with specific situations.

## 8. INTELLECTUAL PROPERTY

- 8.1. All intellectual property rights in the course materials are owned by the Organization and are protected by copyright law.
- 8.2. Attendees may not reproduce, distribute or use any of the course materials for any commercial purpose without the prior written consent of the Organization.

## 9. GOVERNING LAW

- 9.1. These terms and conditions are governed by and construed in accordance with the laws of Kenya.
- 9.2. Any disputes arising from these terms and conditions will be subject to the exclusive jurisdiction of the courts of Kenya.



## Contact Us

To commence the application process  
or for any enquiries, please reach us at:

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