



IT181: Data Governance, Protection and Compliance Management

Training Description:

Data Governance and Compliance is the specification of decision rights and an accountability framework to encourage desirable behavior in the valuation, creation, storage, use, archiving and deletion of information. It includes the processes, roles, standards and metrics that ensure the effective and efficient use of information in enabling an organization to achieve its goals. The General Data Protection Regulation (GDPR) is coming into law across Europe in 2018 and will lead to major changes to Privacy and Data Protection around the world.

This training course provides participants with in-depth knowledge in Data Governance, Privacy and Data Protection and practical skills to help manage, plan, support, analyze, deliver and support an ever-growing volume of data and information within their organizations. The course addresses international best practices, address industry regulations, legal requirements, information compliance, auditing and cyber security standards.

More specifically, the training course covers best practices and international standards including ISACA, ISO 8000 - International Data Management Standards, Data Analysis, Data Analytics, Big Data, Database, Data Warehouse, Reporting, Information Compliance, Data Security based on ISO27001 – Information Security, Master Data Management (MDM), Metadata Management & Records Management Compliance. The course also reviews Privacy and General Data Protection Regulation (GDPR) and references cases of major data breaches such as Facebook and Cambridge Analytica.

As part of the course, participants conduct group and individual exercises and learn from industry best practice case studies. The best practice can be applied to improve data management within their own organizations.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Understand how data and information can be managed more efficiently and effectively within organizations to tackle Privacy, Data Protection and Cyber Security threats and risks
- ✓ Recognize Data Governance controls, policies and strategies to capture, manage and securely dispose of business data and records
- ✓ Develop action plans to manage information compliance, audits, legislation and regulations through review of information and information management controls
- ✓ Set up and implement a Data Governance project, including addressing roles and responsibilities, risk management and improving business processes
- ✓ Manage data to international best practices ISACA, ISO 8000 - International Data Management Standards, Privacy and Global Cyber Security

Training Designed for:

This course is intended for IT professionals, document controllers, auditors, site administrators, general management and anyone tasked with managing and protecting data and information. This also includes professionals already familiar and involved with data management and seeking to build on their fundamental principles of managing data, information and records.



Training Requirement:

"**Hand's on practical sessions, equipment and software** will be applied during the course if required and as per the client's request." (This hands-on, highly-interactive training includes simulator, real-life case studies and exercises). **All participants will need to provide their own laptop with Excel, audio and excellent internet connection.**

This training course is available upon request in English or Arabic. Content, location and duration can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ International Data Management Standards
 - Introduction to Data Governance and Management
 - Managing Structured and Unstructured Data
 - Data Lifecycle Management (DLM)
 - Master Data Management (MDM)
 - ISO 8000 - Information and Data Quality
 - Data Management Skills and Responsibilities

DAY TWO:

- ❖ Compliance, Regulations, Data Security and ISO 27001
 - Data Governance Management Standards and Compliance
 - ISACA Auditing Standards
 - General Data Protection Regulation (GDPR) and Privacy
 - Document and Records Management Compliance
 - ISO27001 Information Security and Cyber Security

DAY THREE:

- ❖ Analysis, Analytics, Mining and Reporting
 - Data Analysis
 - Data Modelling
 - Data Analytics
 - Business Intelligence (BI) Reporting
 - Data Mining
 - Management Reporting
 - Business Process Modelling
 - Data Flow Diagrams (DFDs)

DAY FOUR:

- ❖ Data Governance IT Solutions
 - Enterprise Content Management Systems
 - Document and Records Management
 - Data Dictionary, Data Analysis and Data Mining



- Relational Databases and Indexing
- Archiving and Preservation

DAY FIVE:

- ❖ Developing Policy, Procedures and Action Plans
 - Data Governance Management Policies
 - Develop Data Lifecycle Management Procedures
 - Create Data Governance Management Action Plan
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 30% Workshops & Work Presentations, Techniques
- 20% Based on Case Studies & Practical Exercises
- 20% Videos, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

