



PRIVACY & DATA PROTECTION FOUNDATION

Exam syllabus

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Exam Syllabus: Privacy & Data Protection Foundation

Every organisation must comply with Privacy and Data Protection regulations. Organisations need to become more diligent in enforcing compliance to safeguard Personally Identifiable Information (PII) as the penalties for data loss are becoming more and more severe.

Context

This course constitutes the first level of the Certified Data Protection Officer certification track of the SECO-Institute's Cyber Security & Governance Certification Program. The successful completion of a Data Protection Foundation course will provide you with sufficient knowledge to be able to continue with the Data Protection Practitioner course.



Exam requirements

- General introduction to privacy and data protection, and to the General Data Protection Regulation (GDPR)
- GDPR: Personal Data and Processing Principles
- GDPR: Restrictions and Obligations
- GDPR: Communications and Accountability

Target audience

Anyone who is involved in or exposed to privacy and data protection legislation or regulations. And especially:

- Data Protection Officers
- Privacy Officers
- Legal Officers / Compliance Officers
- Security Officers,
- Business Continuity Managers

Prerequisites

- None. However, attending an accredited data protection foundation course is recommended.

Exam information

SECO-Institute provides the official data protection foundation courseware to accredited training centres where candidates are trained by accredited instructors. Candidates can take their exams at an accredited exam centre or directly with the SECO-Institute.

Examination details

- Computer-based
- Multiple choice with 40 questions
- Time allotted: 60 minutes
- Pass mark: 60% (out of 100)

Privacy & Data Protection Foundation Exam Syllabus

- Open book/notes: no
- Electronic equipment permitted: no

The Rules and Regulations for SECO-Institute examinations apply to this exam.

Exam requirements

The following tables list the exam requirements and exam specifications.

Privacy & Data Protection Foundation										
Requirements	<ol style="list-style-type: none"> 1. Legal context and general introduction to privacy and data protection, and to the General Data Protection Regulation (GDPR) 2. GDPR: Personal Data and Processing Principles 3. GDPR: Restrictions and Obligations 4. GDPR: Communications and Accountability 									
Required prior knowledge	None									
Learning levels	x	Know	x	Understand		Apply		Analyse, Synthesise		Create

Exam specifications

Requirements, specifications, testing levels		Bloom level
1.	General introduction to privacy and data protection, and to the General Data Protection Regulation (GDPR)	
1.1	The candidate can describe historic moments, decisions, and declarations in the development of privacy and data protection.	
	The candidate is able to:	
1.1.1	Recall the legal history of privacy and data protection, leading up to the GDPR	1
1.1.2	Describe EU legal instruments with regard to privacy and data protection legislation	1
1.1.3	Recall main international and EU laws with regard to privacy and data protection	1
1.2	The candidate can describe the general aspects of the data protection regulation (GDPR)	
	The candidate is able to:	
1.2.1	Describe the purpose of the general data protection regulation (GDPR)	1
1.2.2	Describe the main roles in the GDPR	2
1.2.3	Recall how supervision of the GDPR is organised	1, 2
1.2.4	Recall the different type of sections of the GDPR	1

Requirements, specifications, testing levels		level
2.	GDPR: Personal Data and Processing Principles	
2.1	The candidate can describe Personal Data according to the GDPR	
	The candidate is able to:	
2.1.1	Describe the material and territorial scope of the GDPR	1, 2
2.1.2	Recall the definition of personal data	1
2.1.3	Differentiate between different types of personal data	2
2.2	The candidate can describe processing according to the GDPR	
	The candidate is able to:	
2.2.1	Recall the definition of processing	1
2.2.2	Recall the different types of processing	1
2.2.3	Describe the principles for data processing	1, 2

Requirements, specifications, testing levels		level
3.	GDPR: Restrictions and Obligations	
3.1	The candidate knows restrictions to processing of Personal Data imposed by the GDPR	
	The candidate is able to:	
3.1.1	Recall why the processing of data can be restricted	1
3.1.2	Describe how the nature of the personal data can impose restrictions on the processing of personal data	1, 2
3.1.3	Describe how the nature of processing can impose restrictions on the processing of personal data	1, 2
3.1.4	Describe how the data subject can impose restrictions on the processing of personal data	1, 2
3.1.5	Describe how the territorial scope can impose restrictions on the processing of personal data	1, 2
3.2	The candidate knows the obligations imposed on Controllers and Processors when processing Personal Data	
	The candidate is able to:	
3.2.1	Recall the obligations imposed on controllers and processors	1
3.2.2	Describe security measures that need to be taken like data protection by default and by design and organisational records	1, 2
3.2.3	Describe the types of records that have to be kept by the controller and processor	1, 2
3.2.4	Describe the obligation of cooperation with the independent supervisory authority concerning data breaches	1, 2
3.2.5	Describe the mechanism of data protection impact assessment (DPIA) and the role of the data protection officer	1, 2

Requirements, specifications, testing levels		level
4.	GDPR: Communications and Accountability	
4.1	The candidate knows when and how to communicate with stakeholders according to the rules laid down by the GDPR	
	The candidate is able to:	
4.1.1	Recall the types of communication that are required by the GDPR	1
4.1.2	Describe about what and how the data subject must be informed	1, 2
4.1.3	Recall about what and how the recipients of personal data must be informed	1
4.1.4	Recall the communications with the independent supervisory authority	1
4.1.5	Describe the data breach notification obligation	2

	4.2	The candidate knows why accountability is an important part of the GDPR legislation, and how it is enforced	
		The candidate is able to:	
	4.2.1	Recall the definition of accountability	1
	4.2.2	Describe how accountability can be demonstrated	1
	4.2.3	Describe the role of codes of conduct and certification with regard to the GDPR	1, 2
	4.2.4	recall the investigative and corrective powers of the independent supervisory authority	1
	4.2.5	Describe the types of measures and fines can be imposed on the controller and processor	2

Literature

Required	Course material
Optional	Publications listed in the Goodie Bag (see last section of course material)

Exam-literature matrix

Exam requirement	Exam specification	Literature	Chapter reference(s)
1	1.1	Section 1	Introduction <ul style="list-style-type: none"> • legal context
	1.2	Section 1	Introduction, summary <ul style="list-style-type: none"> • legal context • main players
2	2.1	Section 2	The House of Data Protection – Foundation
	2.2	Section 2	The House of Data Protection – Foundation The House of Data Protection – Processing Principles
3	3.1	Section 3	The House of Data Protection – Restrictions
	3.2	Section 3	The House of Data Protection – Obligations
4	4.1	Section 4	The House of Data Protection – Communication
	4.2	Section 4	The House of Data Protection – Accountability

How to book your exam

All our exams are delivered through an online examination system called ProctorU. To enrol for an exam, go to: <https://go.proctoru.com/>

Make sure you are fully prepared. Use the [ProctorU Preparation checklist](#) to assess whether you are ready to take the exam.

If you are a new user, select Test Taker. Select "SECO-Institute" as the institution and fill in all the necessary information. [See the instructions for more information](#). Once you have scheduled your exam, you will be asked to pay the exam fee. If you have an [exam voucher](#), please fill in the access code.

Our online examination system allows you to book your exam and take it at any place convenient to you. Do you prefer your kitchen table, your home desk or your office? Would you rather take a test in the day or at night? It is all up to you!

System requirements

To ensure the quality and security of the examination, you will have to meet specific requirements regarding your computer configuration, your exam environment and your behaviour during the exam.

[Click here to see the requirements](#).

The exam will be taken with special proctor software. To enable webcam and audio recording during the exam, you have to install software that monitors your activities.

Your exam will be recorded through your webcam and microphone. The recordings will be reviewed by multiple proctors after you have completed the exam. The proctors will check if you comply with all the requirements for the examination.

Results

If no non-conformities are detected by the proctors, you will receive the final result by email one month after you complete the test. The email will also contain information on how to claim your certificate and digital badge as well as how to use your title.

Digital badges



SECO-Institute and digital badge provider Acclaim have partnered to provide certification holders with a digital badge of their SECO-Institute certification. Digital badges can be used in email signatures as well as on personal websites, social media sites such as LinkedIn and Twitter, and electronic copies of resumes. Digital badges help certification holders convey employers, potential employers and interested parties the skills they have acquired to earn and maintain a specialised certification.

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