



# PRIVACY & DATA PROTECTION FOUNDATION

**Exam Syllabus**

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## 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 provides candidates with sufficient knowledge to be able to continue with the Data Protection Practitioner course.

## Exam requirements

- General introduction to the historical and legal context of European privacy and data protection legislation and the General Data Protection Regulation (GDPR)
- GDPR: Personal data and the processing principles
- GDPR: Restrictions on the processing and obligations of the controller and the processor
- GDPR: Communication obligations and accountability

## Target audience

Anyone whose professional activities involve or affect personal data, or who would like to acquire a solid understanding of the GDPR. This includes, in particular

- (future) Data Protection or Privacy Officers
- Legal Officers
- Compliance Officers
- Security Officers
- Business Continuity Managers

## Prerequisites

- None

## Exam information

The SECO-Institute offers its official Privacy & Data Protection Foundation courseware through 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: 40 questions
- Time allotted: 60 minutes
- Pass mark: 60% (60 points out of 100 points)
- 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 |   |      |   |            |  |       |  |                     |        |
|--------------------------------------|---|------|---|------------|--|-------|--|---------------------|--------|
| <b>Requirements</b>                  | <ol style="list-style-type: none"> <li>1. General introduction to the historical and legal context of European privacy and data protection legislation and the General Data Protection Regulation (GDPR)</li> <li>2. GDPR: Personal data and the processing principles</li> <li>3. GDPR: Restrictions on the processing and obligations of the controller and the processor</li> <li>4. GDPR: Communication obligations and accountability</li> </ol> |      |   |            |  |       |  |                     |        |
| <b>Required prior knowledge</b>      | None  |      |   |            |  |       |  |                     |        |
| <b>Learning levels</b>               | x   | Know | x | Understand |  | Apply |  | Analyse, Synthesise | Create |

## Exam specifications

| Requirements, specifications, testing levels |   |   | Bloom level |
|--|---|---|-------------|
| <b>1.</b>                                    | <b>General introduction to the historical and legal context of European privacy and data protection legislation and the General Data Protection Regulation (GDPR)</b> |   |             |
|  | 1.1   | The candidate can describe the most relevant historic moments and documents in the development of the right to privacy and the right to 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 legal instruments in the context of privacy and data protection legislation  | 1           |
|  | 1.1.3   | Recall main international and EU laws in the context of privacy and data protection   | 1           |
|  |   |   |             |
|  | 1.2   | The candidate can describe the general aspects of the General Data Protection Regulation (GDPR)   |             |
|  |   | The candidate is able to:   |             |
|  | 1.2.1   | Describe the purposes of the General Data Protection Regulation (GDPR)  | 1           |
|  | 1.2.2   | Describe the main data protection roles defined in the GDPR   | 2           |
|  | 1.2.3   | Recall how supervision of the GDPR is organised   | 1, 2        |
|  | 1.2.4   | Recall the structure of the GDPR  | 1           |

| Requirements, specifications, testing levels |  |   | level |
|--|--|---|-------|
| <b>2.</b>                                    | <b>GDPR: Personal data and the processing principles</b> |   |       |
|  | 2.1  | The candidate can describe personal data and the scope of 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 the concept of processing and the general principles that govern the processing of personal data |       |
|  |  | 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 data processing principles   | 1, 2  |

| Requirements, specifications, testing levels |  |  | level |
|--|--|--|-------|
| <b>3.</b>                                    | <b>GDPR: Restrictions and Obligations</b>  |  |       |
| 3.1  | The candidate knows what factors may result in restrictions on the processing of personal data |  |       |
|  | The candidate is able to:  |  |       |
|  | 3.1.1  | Recall the factors that may result in restrictions on the processing   | 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 the 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 GDPR's territorial scope can impose restrictions on the processing of personal data                               | 1, 2  |
|  |  |  |       |
| 3.2  | The candidate knows what obligations the GDPR imposes on controllers and processors            |  |       |
|  | The candidate is able to:  |  |       |
|  | 3.2.1  | Recall the obligations imposed on controllers and processors   | 1     |
|  | 3.2.2  | Describe appropriate technical and organisational security measures  | 1, 2  |
|  | 3.2.3  | Describe controllers' and processors' documentation obligations  | 1, 2  |
|  | 3.2.4  | Describe controllers' and processors' obligation to cooperate with the independent supervisory authority                           | 1, 2  |
|  | 3.2.5  | Describe the requirements relating to Data Protection Impact Assessments (DPIAs) and the role of the Data Protection Officer (DPO) | 1, 2  |

| Requirements, specifications, testing levels |   |   | level |
|--|---|---|-------|
| <b>4.</b>                                    | <b>GDPR: Communications and Accountability</b>  |   |       |
| 4.1  | The candidate knows when and how the controller must communicate with stakeholders (data subjects, recipients and the supervisory authority)      |   |       |
|  | The candidate is able to:   |   |       |
|  | 4.1.1   | Recall the types of communication required by the GDPR  | 1     |
|  | 4.1.2   | Describe what information data subjects must receive about the processing and how this information must be presented  | 1, 2  |
|  | 4.1.3   | Recall what information the recipients of personal data must receive  | 1     |
|  | 4.1.4   | Recall the controller's obligation to consult the supervisory authority   | 1     |
|  | 4.1.5   | Describe the data breach notification obligation  | 2     |
|  |   |   |       |
| 4.2  | The candidate recognises the importance of accountability and knows what accountability tools can be used to demonstrate compliance with the GDPR |   |       |
|  | The candidate is able to:   |   |       |
|  | 4.2.1   | Recall the definition of accountability   | 1     |
|  | 4.2.2   | Describe how approved codes of conduct and data protection certification mechanisms can help the controller to demonstrate compliance with the accountability principle | 1     |
|  | 4.2.3   | Describe what documents the controller/processor should create and maintain to demonstrate compliance   | 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 that can be imposed on the controller or processor   | 2     |

## Literature

|                 |   |
|-----------------|---|
| <b>Required</b> | Course material   |
|                 |   |
| <b>Optional</b> | Publications listed in the Goodie Bag (see last section of course material) |

## Exam-literature matrix

| Exam requirement | Exam specification | Literature       | Chapter reference(s)   |
|------------------|--------------------|------------------|--|
| <b>1</b>         | 1.1                | <b>Section 1</b> | Introduction <ul style="list-style-type: none"> <li>• Legal Context</li> </ul>                         |
|                  | 1.2                | <b>Section 1</b> | Introduction <ul style="list-style-type: none"> <li>• Legal Context</li> <li>• Main Players</li> </ul> |
|                  |                    |                  |  |
| <b>2</b>         | 2.1                | <b>Section 2</b> | The House of Data Protection – Foundation  |
|                  | 2.2                | <b>Section 2</b> | The House of Data Protection – Foundation<br><br>The House of Data Protection – Processing Principles  |
|                  |                    |                  |  |
| <b>3</b>         | 3.1                | <b>Section 3</b> | The House of Data Protection – Restrictions  |
|                  | 3.2                | <b>Section 3</b> | The House of Data Protection – Obligations   |
| <b>4</b>         | 4.1                | <b>Section 4</b> | The House of Data Protection – Communication   |
|                  | 4.2                | <b>Section 4</b> | 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 well-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 completing 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 to convey employers, potential employers and interested parties the skills they have acquired to earn and maintain a specialised certification.

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PDPF-EN-2019-01a



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