



Dataworks Analytics



Rwanda

Data Protection Awareness

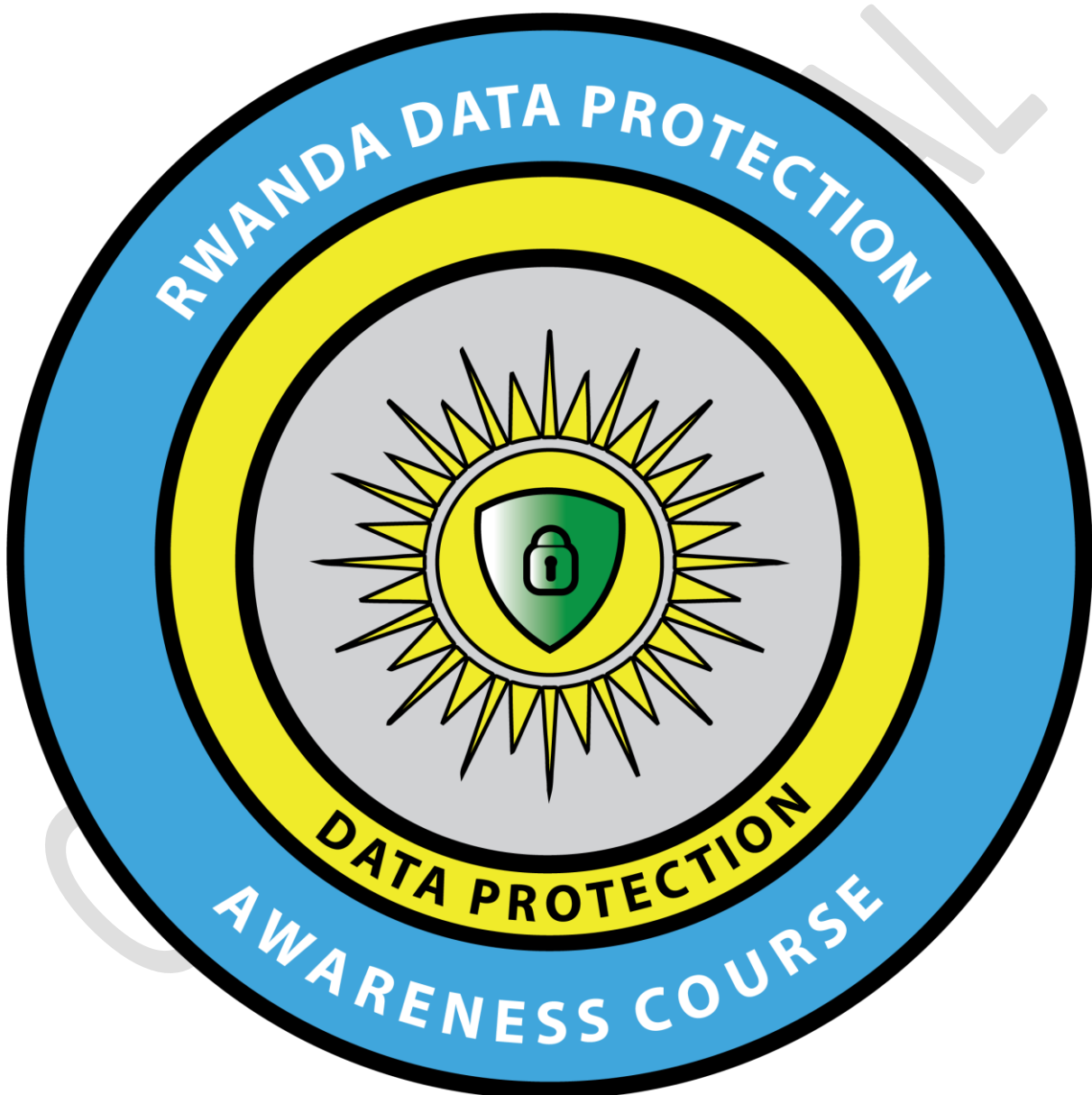
Course

Prepared

By

Dataworks Analytics

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Course Objective

The introduction of Law N°58/2021 relating to the processing of personal data and privacy of individuals is a game changer - it revolutionises how organisations and individuals in Rwanda will collect, use, store and share personal data of individuals, like me and you.

This interactive online course is intended to equip participants with an understanding of the Law relating to the protection of personal data and privacy, the rationale for the law, their obligations and what it is meant to achieve.

It discusses data protection concepts, introduces the rights of the data subjects (Individuals), principles and grounds on which the processing of personal data is based.

It also aims to help individuals (data subjects), and other key stakeholders (e.g. the data controller, data processor, and the data protection officer) understand how it will apply to them either personally or corporately.

On the completion of this course, participants will:

- Understand the foundations of Law No58/2021, the Rights of data subjects' and how best to apply the rights as required by the Law.
- Understand the necessary steps to take to register as a data controller or data processor with the NCSA the Supervisory Authority.
- Learn international best practices (as data controllers or processors) about how to deal with personal data and special categories of personal data in business.
- Understand (as controllers or processors) possible measures that must be put in place to secure personal data within their possession.
- Identify when a DPO is required, the roles and responsibilities of a DPO and how they can help an organisation comply with the Law.
- Recognise the consequences of non-compliance as an organisation and the possible effects it will have on them.
- Understand the various principles required to handle personal data outside Rwanda and how to apply them as an organisation.



Audience

- Employers
- Employees
- Business Owners
- Business Leaders
- Anyone who wish to broaden their knowledge of privacy and data protection.

Prerequisites

- None

Duration

2.5 hours

Online Course Outline

Introduction

- The case for Data Protection Laws
- History of the "Law relating to the protection of personal data and privacy" (Year it was passed, etc.)
- Briefings about the Supervisory Authority.
- Relationship between the Law and the Supervisory Authority.

Module 1- What You Need to Know First

- Why the Law?
- The Scope of the Law.
- What the Law Aims to achieve.
- Definition of Terms, Concepts and terminologies
 - Data Controller
 - Data Processor
 - Personal data
 - Sensitive Personal Data
 - Processing
 - Data Subject
 - Data Breach
 - Consent
- **Summary**
- **Quiz**

Module 2 – Registration of Data Controllers and Data Processors



- Who is responsible to register Data controller and Processor?
- What you need to register as a Data Controller and Data Processor?
- How to get registration certificate.
- How to report a change to the certificate
- What to do in order to renew the certificate
- How to modify the certificate
- Who can cancel the certificate?
- Why would the certificate be cancelled before expiry date?
- **Summary**
- **Quiz**

Module 3 – 10 Rights of a Data Subject

- Introduction
- *Right to personal data.*
- *Right to object.*
- *Right to personal data portability.*
- *Right not to be subject to a decision based on automated data processing.*
- *Right to restriction of processing of personal data.*
- *Right to erasure of personal data.*
- *Right to rectification.*
- *Right to designate an heir to personal data.*
- Right to representation.
- Right of the data subject to withdraw his or her consent
- **Summary**
- **Quiz**

Module 4 – 6 Principles for processing Personal Data

- Lawful processing of personal data.
- Processing based on explicit, specific and legitimate purpose.
- Processing based on related purpose.
- Processing based on data accuracy and update.
- Data Storage Limitation.
- Processing based on Data Subjects' rights.
- **Summary**
- **Quiz**

Module 5 – The Legal Basis for Processing Personal Data

- Consent.
- Performance of a contract.
- Legal Obligation.
- Vital Interests.
- Public Interest.
- Duties of public entity.
- Legitimate interests.
- Research purpose.



- **Summary**
- **Quiz**

Module 6 – How to process special categories of personal data

- Processing personal data relating to criminal convictions.
- Processing data without requiring an identification.
- How to treat a child's Personal Data.
- Necessary precautions to process sensitive personal data.
- Where Personal Data is fetched from.
- **Summary**
- **Quiz**

Module 7 – Data Quality and Processing Activities Records

- Definition of Data Quality.
- Data Processing Logging.
- Maintenance of Records of Processing Activities.
- **Summary**
- **Quiz**

Module 8 – The Supervisory Authority and its responsibilities

- Who is a supervisory authority?
- Responsibilities of a supervisory authority:
- Supervise the operation of the law.
Respond to request about personal data processing.
Inform necessary parties (e.g. data subject, the data controller, the data processor and a third party) about their rights and the roles assigned to them.
- Put into consideration a register (for both data controllers and processors) of investigation about complaint lodged by the necessary parties (e.g. data subject, data controller, etc.) and update the necessary parties about the proceedings.
Reception and consideration of data subject's appeal.
Instruction on matters relating to the protection of personal data and privacy.
Cooperate with establishments within and outside Rwanda in the protection of personal data and privacy.
- **Summary**
- **Quiz**

Module 9 - Data Controller and Data Processor with their responsibilities

- Definition of Data Controller and Processor.
- Responsibilities of data controller and data processor:
- Processing of personal data to meet the requirements of the law.
Proper recording of personal data processing tasks.
Personal data protection impact assessments to mitigate high risk.
- Appointment of a representative.



- Any other responsibilities as may be assigned by the supervisory authority.
- Provide his/her information during personal data collection.
- Escalation of personal data breach.
- Filing and submission of report on personal data breach to Supervisory authority.
- Communication of data breach to data subject.
- **Summary**
- **Quiz**

Module 10 – The Data Protection Officer (DPO)

- Who is a DPO?
- Appointment of a DPO.
- Obligations of DPO.
- **Summary**
- **Quiz**

Module 11 – Processing of personal data outside Rwanda

Section 1 – Prerequisite to Handle Personal Data Securely outside Rwanda

- Approval from Supervisory Authority
- Consent

Transfer based on:

- Contract between data subject and data controller.
- Contract in the interest of data subject.
- Public interests.
- Defence of a legal claim.
- Protection of vital interests.
- Legitimate interests.
- International instruments authorised by Rwanda.

Section 2 - Transfer and Retention of personal data Outside Rwanda

- Grounds for the transfer of personal data outside Rwanda.
- Written contract before transfer of personal data.
- Condition for personal data storage outside Rwanda.
- How personal data is migrated and managed.
- Grounds for retention of personal.
- **Summary**
- **Quiz**

Module 12 – Security measures for personal data

- Identification and prevention of risks.
- Verification of the operation of security measures.



- Update of security measures to tackle new risks.
- **Summary**
- **Quiz**

Module 13 – Basic concepts of Non Compliance

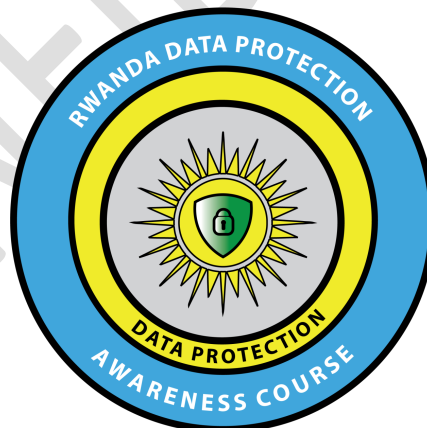
Section 1 – Non Compliance and corresponding fines

- How to identify Noncompliance
- Corresponding fines of Noncompliance according to the law.
- Permission to file an application against fine.
- How to pay a fine?

Section 2– The Consequences of Noncompliance

- Processing of data not according to law.
- Documentation of personal data that is already withdrawn.
- Removal or alteration of personal data in an unlawful way.
- Using personal data for personal gain.
- Processing sensitive personal data in an unlawful way.
- Provision of fake information upon registration.
- Applicable consequences to a company or legal entity.
- **Summary**
- **Quiz**

Final Quiz



1 to 5 Courses - Cost: \$97.00

5 – 10 - Cost: \$69.00

10+ Cost: \$49.00