



"Protecting Data is Protecting Your Members and Your Reputation"

DIKAIOS

Just Solutions.

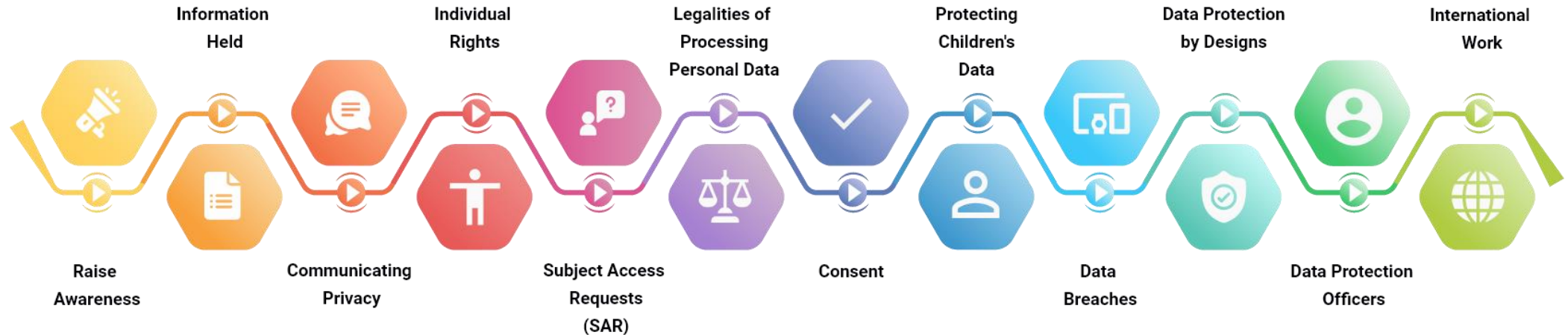
TRAINING COURSE PROGRAM

2023

on the

GDPR & GENERAL DECREE OF THE ITALIAN BISHOPS' CONFERENCE

Steps to Compliance with the General Decree and the GDPR



- ➔ What is the current knowledge about all these steps to compliance among your members and lay employees ?
- ➔ How consciously and responsibly do they deal with privacy-sensitive information ?

These are important questions, because they are the most important between the protection of personal data and the prevention of data breaches and non-compliance...

Compliance is a key factor to avoid reputational damages to your Congregation.

WHY take a training course?

The **General Decree of the Italian Bishops' Conference** ("*Dispositions for the protection of the right to good reputation and privacy*") has **reinforced the importance of privacy training within Religious Institutes.**

The General Decree establishes the **principle of accountability which requires Religious Institutes to put in place appropriate technical and organisational security measures** to protect personal data and **to be able to demonstrate** what they did and that what they did was effective and suitable to avoid data protection violations.

Privacy training of members and lay personnel that process personal data within a Religious Institute (typically at the **Generalate level**) is a **mandatory organisational security measure !**

Who should take a training course?

The course is designed for **members and lay employees/collaborators of Religious Institutes** who, **usually at the Generalate level**, deal with personal data of their members, but also with personal data of participants at events organized by the Congregation (not rarely minors) and **archivists** that manage a huge amount of personal data, and who need to have an understanding of the obligations established by the General Decree and the GDPR.



WHY OUR TRAINING COURSE PROGRAM

- ➔ Our training course program follows **approved standards** but are **tailor-made to cover the topics relevant for Religious Institutes**
- ➔ We will **take account of the specific structure** and **organizational environment of your Institute** and your **Generalate**
- ➔ The courses will be held **on-site**, i.e. **at your Generalate**, so you won't have to move – **online participation** will be made available in order **to allow members abroad to participate**

WHY DIKAIOS

- ➔ Dikaios is an interdisciplinary firm offering legal and ancillary services to Religious Congregations and other Ecclesiastical Entities based mainly in Rome but having world-wide interests.
- ➔ The **ambition of Dikaios** is to assist **Religious Congregations to realize their mission and charisma** while being fully immersed **in the civil contexts** in which they live and operate.
- ➔ The **Dikaios Team includes** both **civil and canon lawyers** with expertise in various areas of law and extensive experience in data protection laws.
- ➔ Ever since the coming into force of the GDPR in 2018, **DIKAIOS carried out a large number of GDPR Projects for International Congregations and Generalates located in Rome**, assisting them to become **GDPR compliant**.

OUR STANDARD COURSE PROGRAM



(Provisions that are most relevant for Religious Institutes are highlighted in red color)

- **PART I - REGULATORY FRAMEWORK**
- Introduction to the GDPR and the General Decree
- The General Provisions of the GDPR and the General Decree
- The Main Definitions of the GDPR and the General Decree
- **PART II - THE FUNDAMENTAL PRINCIPLES**
- Lawfulness of Processing
- Transparency
- Purpose Limitation
- Minimization
- Accuracy
- Storage Limitation
- Integrity and Confidentiality
- The Principle of Privacy By Design & Privacy By Default
- **PART III - THE DATA SUBJECT'S RIGHTS**
- Privacy Notice and Privacy Consent
- Access Right to Personal Data
- Rectification and Deletion
- Cancellation of personal data ("*right to be forgotten*")
- The right to object to processing
- The right to propose a complaint
- **PART IV - THE ORGANIZATIONAL SYSTEM & MAIN FIGURES**
- The Data Controller
- The Joint-Controllers
- The Data Processor
- The Persons Authorized to process personal data
- **PART V - ORGANIZATIONAL AND TECHNICAL MEASURES TO SAFEGUARD PERSONAL DATA**
- Security Measures in general
- Security Measures for Processing by Electronic Means
- Security Measures for Processing in Paper Format
- Organizational Measures
- The Role of the Data Protection Coordinator
- Necessary documentation to keep
- Transfer of Data Abroad
- Register of Processing Activities
- Personal Data Breach Notification
- Codes of Conduct and Privacy Policy



ON COMPLETION OF THIS COURSE, YOU'LL WALK AWAY, *INTER ALIA*, WITH:

- ➔ **Contextualized and updated knowledge** of the legal obligations and data protection regulations that YOUR INSTITUTE must comply with.
- ➔ A **certificate of completion** which enables you to **demonstrate compliance** with data protection regulations.
- ➔ Insight into the challenges that digitalization poses for your **archives' environment**.
- ➔ Knowledge of how to timely and correctly respond to requests from data subjects (e. g. **access requests**).



COURSE STRUCTURE AND COSTS

- ➔ Our courses can be held **on site** at your Generalate or Province Offices in Rome
- ➔ The training courses have a duration of **appr. 3 hours / half a day**
- ➔ We offer our courses in **English or Italian** language
- ➔ **The costs**, including working materials and certificate of completion amount to **Euro 1.750,00, regardless of the number of participants.**
- ➔ We are happy to discuss any particular needs, topics or requests you might have





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Dikaios International - Via Valadier 44, Rome
info@dikaios.international
+39 347 8985 755