TECHNICAL LEARNING AND ASSESSMENT DOSSIER

Employee Sensitive Data Custodian – Training Course

Price / certificate issuance
99,00 €
VAT excluded

Course code	Minimum duration	Final pass score	Dossier issue
DATA_CUSTODIAN_LA	45 min	70%	28/11/2026

1. Course identity, purpose and scope

The "Employee Sensitive Data Custodian – Training Course" is designed to equip professionals with the skills to safeguard and manage employees' sensitive personal data within complex organizational environments. Under the strict regulatory framework of the GDPR and international standards ISO/IEC 27001 and 27002, this course offers in-depth knowledge of security measures, data classification, and best practices for data handling, retention, and breach response. Practical case studies cover various scenarios, such as hospitals, retailers with seasonal workers, and SaaS environments with cloud HR systems, addressing specific needs around controls, authorizations, and audit trails. The course aims to provide participants with the operational and documentary skills essential to supporting Privacy Officers (DPOs) and IT teams in ensuring employee data confidentiality and security while mitigating risks related to unauthorized access, international transfers, or sensitive data breaches.

This extended technical dossier describes the pathway as published in CIWZ Academy on the issue date. It consolidates purpose, references, learning architecture, module contents, assessment system, passing criteria and certificate conditions. It does not replace the official texts of the standards, laws, guidelines or schemes referenced.

2. Normative, regulatory and technical references

GDPR (EU Reg. 2016/679) + data governance and data classification principles + security measures for personal data (ISO/IEC 27001 and ISO/IEC 27002) + data handling, retention and data breach management best practices

References are used as the learning and assessment framework within the limits of published content and available sources. For professional application, the official and current versions of the referenced documents always prevail.

3. Learning architecture and assessment system

- minimum tracked time: 45 min

- active final-exam bank: 200 questions
- final exam: 30 questions selected from the bank
- passing threshold: 70%

- Direct access to the final assessment under the published rules for the exam-only pathway.
- Exam assembly from the active course bank and scoring against the published pass threshold.
- Recording of the result and, where applicable, request for the final certificate.

4. Official catalogue technical information

Learning Objectives

- Understand legal and technical framework for managing employees' sensitive data
- Apply data governance principles and HR data classification
- Manage security measures and data breach procedures
- Support audits, access controls, and authorizations

Skills Acquired

- Knowledge of GDPR and relevant ISO/IEC standards
- Ability to implement employee data security policies
- Document management and traceability of sensitive data operations
- Risk analysis and mitigation in HR processes

Target Audience

- Privacy officers, Data Custodians, IT security officers
- HR professionals involved in data protection

Prerequisites

- Basic knowledge of privacy and cybersecurity recommended

Program

- GDPR regulation and best practices
- Data governance and classification
- Personal data security (ISO/IEC 27001 and 27002)
- Managing HR data in cloud and on-premises
- Data breach management and reporting
- Audit, authorizations, and access control
- Case studies on real scenarios

Teaching Methodology

- Theoretical lessons with practical examples

- Scenario analysis and interactive questions

Assessment Method

- Final test requiring 70% passing score

Duration

- 45 minutes

Certification

- Certificate of completion upon passing (fee €99.00)

Expected Outcomes

- Ability to manage employee data protection policies and procedures
- Capability to support compliance and internal audits with proper documentation

7. Assessment system, final exam and passing criteria

- The final assessment consists of 30 questions selected from the active course bank. The platform applies an anti-repetition logic for new attempts when the bank size allows it.
- Final question-bank size detected at generation time: 200 active questions.
- Published passing threshold for the course: 70%.
- Questions are intended to assess not only recall but also interpretation, application, evidence selection, scenario assessment and quality of decision-making, depending on the subject matter.

8. Tracking, learning continuity and session integrity

- Path status, completed modules and recorded time are managed server-side when the course uses the Academy learning mode.
- The platform allows the pathway to resume from the recorded point and retains the results of required checks.
- Assessment sessions may be subject to the integrity and proctoring controls enabled by the platform and described in the applicable usage rules.
- Technical and integrity events support assessment and do not replace professional judgement where human review is required.

9. Certificate, use and limitations

The CIWZ certificate, where provided by the pathway and requested after passing, records the result achieved in the stated CIWZ pathway or assessment. It does not automatically replace personnel certification, professional registration, statutory licence, legal qualification or credentials issued by third-party bodies where such requirements are imposed by the applicable scheme.

10. Commercial and tax conditions

- Price / certificate issuance: 99,00 € VAT excluded.
- UAE VAT is applied to UAE customers according to billing data and the applicable tax rules.
- Any specific commercial terms, agreements or corporate orders override the public price only when formally accepted by Certificato IWZ FZCO.

11. Dossier document control

- Document automatically generated by CIWZ Academy from the course data published at the time of the request.
- Course code: DATA_CUSTODIAN_LA
- Document language: EN

- Generation date: 28/11/2026
- For normative and professional application, the current official sources and any applicable procedures/schemes prevail.