



Fee

**99,00 €**

Final exam only

# Course technical sheet

Employee Sensitive Data Custodian – Training Course

Course code

**DATA\_CUSTODIAN\_**

Test duration

**45 min**

Passing score

**70%**

Issued

**28/05/2026**

## Executive summary

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.

## Certification process

- Registration or login to the Academy platform.
- Completion of the final course examination only. Any training or preparation may be completed externally or through other channels.
- The test questions refer to the objectives, skills and topics described in this technical sheet.
- Assessment of the result, possible validation and certificate issuance according to the rules applicable to the course.

## Important note

On Academy, candidates take only the final course examination. Any training or preparation activity may be delivered externally or through other channels. The test questions refer to the topics described in this technical sheet and in the course syllabus summary.

## Syllabus summary

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

## 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

### Certification Bodies Management systems

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### Course technical sheet

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- 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