

Employee Awareness & Training

Build a Privacy-First Culture Through Awareness, Accountability, and Continuous Learning

Empower Your Workforce to Protect Personal Data

Technology and policies alone cannot ensure compliance with the **Digital Personal Data Protection (DPDP) Act, 2023**. Employees are the first line of defense against privacy incidents, data breaches, and regulatory non-compliance.

Our **Employee Awareness & Training for DPDP** service equips employees, managers, and leadership teams with the knowledge and practical skills required to handle personal data responsibly, reduce privacy risks, and foster a culture of accountability across the organization.

Whether you are starting your privacy compliance journey or strengthening an existing program, our customized training solutions help transform privacy from a compliance obligation into an organizational value.

Why Employee Awareness Matters

Most privacy incidents are linked to human error, including:

- Sharing personal data with unauthorized recipients
- Weak password practices
- Mishandling sensitive information
- Phishing and social engineering attacks
- Improper data retention or disposal
- Unauthorized use of personal information
- Lack of awareness of privacy obligations

A structured awareness program helps employees understand their responsibilities and contributes to a stronger privacy culture.

Our Training Programs

Executive Leadership Awareness

Designed for:

- Board Members
- CEOs
- Managing Directors
- CXOs
- Business Leaders

Topics include:

- DPDP governance responsibilities
 - Privacy risk management
 - Business accountability
 - Regulatory expectations
 - Strategic decision-making
 - Privacy governance oversight
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Employee Awareness Training

Designed for all employees covering:

- Introduction to the DPDP Act
 - Personal data and its importance
 - Employee responsibilities
 - Responsible data handling
 - Privacy best practices
 - Reporting privacy incidents
 - Secure use of digital tools
 - Everyday privacy scenarios
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Role-Based Training

Specialized sessions for:

- Human Resources
- Information Technology
- Legal & Compliance
- Marketing
- Customer Service
- Finance
- Procurement
- Sales
- Operations

Each session focuses on the privacy risks and responsibilities specific to that function.

Privacy Champions Program

Develop internal privacy ambassadors who can:

- Promote privacy best practices
 - Support business units
 - Encourage compliance
 - Coordinate awareness initiatives
 - Act as local points of contact for privacy-related questions
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Third-Party Awareness

Training for:

- Vendors
 - Contractors
 - Consultants
 - Outsourced teams
 - Business partners handling personal data on behalf of the organization
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Training Modules

Our curriculum may include:

Module 1

Introduction to Privacy & DPDP

- Privacy fundamentals
 - Overview of the DPDP Act
 - Organizational obligations
 - Employee responsibilities
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Module 2

Understanding Personal Data

- Personal data
- Sensitive information
- Data lifecycle
- Data minimization
- Purpose limitation

Module 3

Privacy in Daily Operations

- Email security
 - File sharing
 - Remote work
 - Mobile devices
 - Cloud collaboration
 - Physical document handling
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Module 4

Consent & Individual Rights

- Consent principles
 - Transparency
 - Handling data principal requests
 - Privacy notices
 - Communication best practices
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Module 5

Privacy Incident Response

- Identifying privacy incidents
 - Reporting procedures
 - Escalation processes
 - Lessons learned
 - Individual responsibilities
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Module 6

Privacy by Design

- Building privacy into projects
- New applications
- Business process changes
- Vendor onboarding
- Technology implementations

Delivery Options

We offer flexible learning formats to suit your organization:

- Instructor-led classroom sessions
 - Virtual instructor-led training
 - Executive workshops
 - Interactive webinars
 - E-learning modules
 - Self-paced learning
 - Awareness campaigns
 - Posters and digital communications
 - Monthly privacy bulletins
 - Knowledge assessments and quizzes
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Our Training Methodology

Phase 1

Training Needs Assessment

Identify target audiences, business risks, and learning objectives.



Phase 2

Content Customization

Develop organization-specific content using relevant business scenarios and examples.



Phase 3

Training Delivery

Deliver engaging, interactive sessions with practical exercises and case studies.



Phase 4

Knowledge Assessment

Evaluate participant understanding through quizzes, discussions, and assessments.



Phase 5

Awareness Reinforcement

Provide ongoing awareness materials and periodic refresher sessions.



Phase 6

Continuous Improvement

Review feedback, measure effectiveness, and update content to reflect evolving business and regulatory requirements.

Key Deliverables

- ✓ DPDP Awareness Training Program
- ✓ Executive Briefing Deck
- ✓ Role-Based Training Materials
- ✓ Employee Handbook
- ✓ Privacy Awareness Posters
- ✓ Infographics & Digital Campaign Assets
- ✓ Knowledge Assessments
- ✓ Participation Records
- ✓ Completion Certificates (Optional)
- ✓ Training Effectiveness Report
- ✓ Annual Awareness Calendar

Business Benefits

Our awareness program helps organizations:

- Build a privacy-aware workforce
- Reduce human error and privacy incidents
- Strengthen compliance with the DPDP Act
- Improve employee accountability
- Enhance customer and stakeholder trust
- Support regulatory and audit readiness
- Foster a culture of responsible data handling
- Reinforce secure digital practices across the organization

Alignment with Privacy & Security Frameworks

Our training content is aligned with leading privacy and information security standards, including:

- **Digital Personal Data Protection (DPDP) Act, 2023 – India**
- **ISO/IEC 27701 – Privacy Information Management**
- **ISO/IEC 27001 – Information Security Management**
- **NIST Privacy Framework**
- **Privacy by Design Principles**
- Organization-specific privacy policies and procedures

Industries We Serve

- Manufacturing
- Information Technology & SaaS
- Banking & Financial Services
- Insurance
- Healthcare & Life Sciences
- Retail & E-commerce
- Education
- Telecommunications
- Logistics & Supply Chain
- Professional Services
- Government & Public Sector
- Startups & Emerging Enterprises

Why Choose Us?

Practical and Business-Focused Training

Our programs go beyond legal requirements by helping employees understand how privacy applies to their everyday work.

Customized Content

We tailor training materials to your industry, business processes, and organizational policies, making the learning experience relevant and engaging.

Interactive Learning

We use real-world case studies, practical scenarios, quizzes, and discussions to improve knowledge retention and encourage active participation.

Continuous Awareness

Privacy awareness is an ongoing journey. We help organizations establish annual awareness calendars, refresher programs, and communication campaigns to keep privacy top of mind.

Our Engagement Process

Initial Consultation → Training Needs Assessment → Content Development → Training Delivery → Knowledge Assessment → Awareness Campaign → Continuous Learning & Refresher Sessions

Create a Privacy-First Organization

A strong privacy program begins with informed people. By investing in employee awareness and training, organizations can reduce privacy risks, strengthen compliance with the DPDP Act, and build lasting trust with customers, employees, and business partners.

Our **Employee Awareness & Training** service helps transform privacy into a shared organizational responsibility—enabling every employee to contribute to the protection of personal data and the success of your privacy program.

Contact us today to design and deliver a tailored DPDP awareness program that empowers your workforce and supports your compliance objectives.

