

PRIVACY OFFICER TRAINING: BOOT CAMP



Wednesday, 5 March 2025



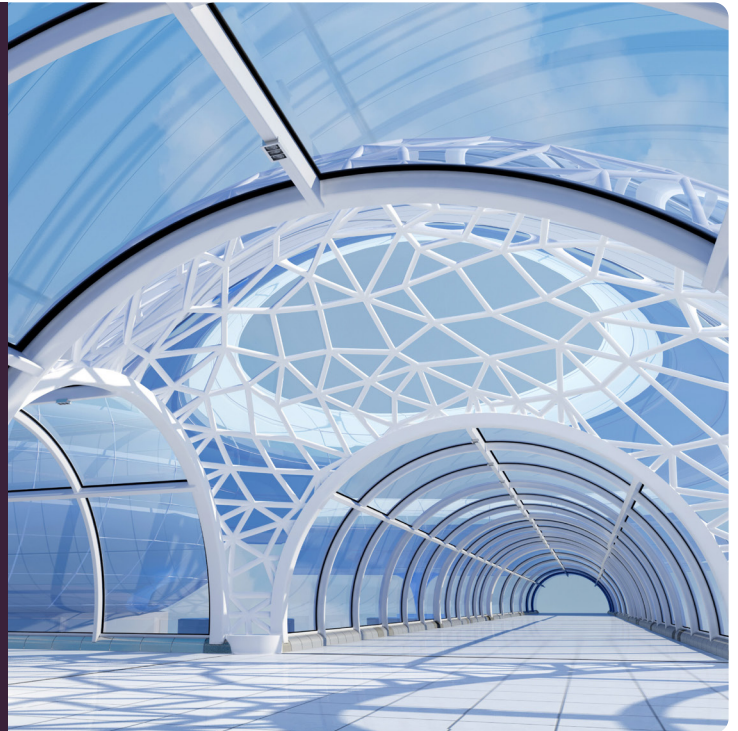
9:30am – 12:30pm (Q&A 12:30pm – 1:00pm)



Live Online Course



\$350.00 Fee



Appleby is offering a practical management training course for Privacy Officers that will be instructed by Duncan Card (Partner and Head of Privacy Law at Appleby in Bermuda), one of Bermuda's most recognised legal experts and authorities on Bermuda privacy law, with opening remarks delivered by the Privacy Commissioner of Bermuda, Alexander McD White JD.

The Privacy Officer Training Boot Camp, has been designed for current and prospective Privacy Officers, in-house counsel, compliance managers, human resource professionals, and all other service providers who are associated with a privacy officer's duties and responsibilities. This course will provide participants with the practical and technical guidance and assistance they require to make the Privacy Officer's mandate a success.

Click to register:

<https://bit.ly/Appleby-Privacy-Boot-Camp>

If you have any questions, please email:

BDAMarketing.PrivacyCourse@applebyglobal.com

The Bermuda Bar Association has agreed that all lawyers attending Appleby's Privacy Officer Training Boot Camp will receive **3 CLE credits**. As well, an Appleby Certificate of Course Completion will be provided to each Course participant upon the conclusion of the program.



“The Office of the Privacy Commissioner (PrivCom) recognizes Appleby's “Privacy Officer Training Boot Camp” as providing training that is appropriate to the knowledge, skills, and abilities needed for an individual to perform the duties of a Privacy Officer under the Personal Information Protection Act 2016 (PIPA). Based upon its curriculum, the course covers the legal grounds and concepts relating to PIPA and other nations' privacy laws and instructs participants in the specific skills and abilities to implement a privacy program.”

- The Office of the Privacy Commissioner

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WHY THIS COURSE IS NECESSARY

All organisations, including not-for-profit, public sector and private sector organisations, that use personal information in Bermuda are required to, in part, designate a representative of their organization for the purpose of compliance with the Personal Information Protection Act 2016, (PIPA), which came into force on 1 January 2025. That representative is referred to in PIPA as the "privacy officer", and that designee has the primary responsibility for communicating with Bermuda's Privacy Commissioner as well as to coordinate and administer that organisation's compliance with PIPA.

For many organisations, the Privacy Officer's duties and responsibilities of compliance with PIPA can be extremely onerous and complex, and thus impose highly demanding administrative, operational and compliance responsibilities on the Privacy Officer. However, most organisations will require the Privacy Officer to oversee more normative compliance obligations that are associated with their organisation's protection of individual privacy rights. Others still, may have more modest Privacy Officer requirements that can be easily and efficiently discharged if they are well organised. Whatever the nature and scope of their specific compliance duties, privacy officers can delegate the performance of their PIPA responsibilities to one or more internal individuals or external service providers. However, even in situations of such delegation, the statutory compliance duties of the Privacy Officer and the organisation cannot be delegated, and those duties remain the direct responsibility of the Privacy Officer.

COURSE OUTLINE

The course will be provided to attendees in a single half-day session, comprised of three 50-minute sections that will be delivered over a 3 hour period, to be followed by an open Q&A session.

Topics of discussion will include: PIPA's background information and public policy context; understanding of PIPA's overall privacy protection rules and individual privacy rights; the role of the privacy officer under PIPA; a detailed review of PIPA's administrative compliance requirements, including the documentation of the measures and policies that PIPA requires; PIPA's enforcement regime; and, practical guidance related to the Privacy Officer's collaborative role with other compliance managers, human resource professionals, the IT department, legal counsel and the other management hubs within their organisation. Sample materials and reference guides will also be provided.

COURSE RECOGNITION

The Privacy Officer Training Boot Camp has received the following recognition:

The Privacy Commissioner of Bermuda

The Privacy Commissioner has recognised the need for providing appropriate training to address the duties of Privacy Officers, and he has emphasized the importance of the role as follows:

"The role of privacy officer is not only a requirement under PIPA. Privacy officers also help organisations to refine and improve how they do their work. Privacy officers not only help organisations improve their efficiency, but they can also help demonstrate social responsibility and build trust in the community. I look forward to working with the new wave of privacy officers to come from this course."

- **Alexander McD White J.D., Privacy Commissioner.**

Institute of Directors Bermuda

"The Institute of Directors Bermuda acknowledges and appreciates the efforts of Duncan Card, partner at Appleby and IoD Bermuda Ambassador, with offering PIPA professional development courses. IoD Bermuda promotes good governance and notes that all business sectors must be compliant with the Act. Offering this professional course will provide the knowledge to fully understand PIPA and the requirements needed to be fully compliant."

- **Michelle Cardwell, Managing Director.**

Bermuda Human Resources Association

"The Bermuda Human Resources Association has now also approved the course for their members, as follows: As organizations navigate the ever-evolving world of privacy regulations, having fully trained privacy officers is more critical than ever. Appleby's Privacy Officer training course offers invaluable insights and practical tools to help professionals stay ahead of Bermuda's new PIPA legislation. This program equips privacy officers with the knowledge and confidence to safeguard sensitive information while ensuring compliance. It is critical for organizations to invest in this essential training to protect their business and build trust in today's data-driven environment."

- **Krystle DaPonte, President.**

Bermuda Health Council

"The Bermuda Health Council recognizes the critical role of Privacy Officers in ensuring compliance with PIPA and safeguarding personal information. We applaud Appleby Bermuda and Mr. Duncan Card for spearheading this much-needed professional development initiative. This course will provide essential training and guidance to support Privacy Officers in successfully fulfilling their mandates and improving compliance across organizations in Bermuda."

- **Dr. Ricky Brathwaite, CEO.**

KEY CONTACT

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Duncan Card is a Partner in the Corporate department of Appleby's Bermuda office and leads our privacy law and related compliance practice. Prior to joining Appleby in 2022, Duncan was a Partner with a national law firm in Canada where he practised data protection and privacy law for over 20 years. In part, because PIPA is closely based on Canadian privacy legislation, the Bermuda Government consulted Duncan on the drafting of PIPA in 2015. Duncan has been selected by the Bermuda Bar Association, the Institute of Directors (Bermuda), the Bermuda Chamber of Commerce, and the Bermuda Health Council (among other trade organisations) to create and deliver their respective membership privacy law training programs. Duncan is widely published on the topic of Bermuda privacy law, as well as on the closely related topics of technology contracting and cybersecurity compliance.

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