

# Privacy Information Management System

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## ISO/IEC 27701:2025 Syllabus

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Foundation Level

# AWARENESS ISO/IEC 27701:2025 TRAINING

## GENERAL INFORMATION

### DESCRIPTION

Awareness training is a one-day program covering the basic concept and requirements of ISO 27701:2025. The training provides insight into the advantages of implementing Privacy Information Management Systems (PIMS).

### EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Understand Fundamental Privacy Concepts: Differentiate between Information Security (ISMS) and Privacy Information Management (PIMS), as well as key roles like PII Controllers and PII Processors.
2. Navigate the Standalone ISO/IEC 27701:2025 Structure: Identify core management system requirements (Clauses 4–10) now independent of a mandatory ISO 27001 certification.
3. Interpret Annex A Privacy Controls: Comprehend the 78 privacy controls across PII Controllers (31 controls), PII Processors (18 controls), and joint security controls (29 controls).

### WHO SHOULD ATTEND

- Data Protection Officers (DPO) & Privacy Leads
- Information Security & IT Managers
- Compliance, Risk & Legal Teams
- Internal Auditors & ISMS/PIMS Steering Committees
- Department Heads Handling PII (HR, Marketing, CS, Finance)
- Executive Leadership & C-Suite

### PROVIDED MATERIALS

You will get the following materials to support you during the training:

- The training module and case studies
- Certificate of Attendance

# 1 day

AWARENESS
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 1** | Introduction & Regulatory Drivers (Basics of Personally Identifiable Information (PII) and PIMS |
| | Overview of global/local regulations (UU PDP No. 27/2022, GDPR) |
| | Evolution from ISO 27701:2019 to 2025: Key changes & standalone model) |
| | PIMS Requirements (Clauses 4–10) (Context of the Organization & Climate Change considerations (Clause 4) |
| | Leadership, Privacy Policy, and Governance (Clause 5) |
| | Risk Assessment, Privacy Impact Assessment (PIA), and Objectives (Clause 6) |
| | Operational control, Monitoring, and Continual Improvement (Clauses 8–10) |
| | Annex A Controls & Modern Privacy Issues (Detailed walkthrough of the 78 Annex A Privacy Controls |

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Foundation Level

# UNDERSTANDING ISO/IEC 27701:2025 TRAINING

## GENERAL INFORMATION

### DESCRIPTION

Understanding training is a two-day program that aims to introduce essential elements of Privacy Information Management Systems (PIMS). During this training course, you will understand the different modules of a PIMS, including PIMS policy, procedures, performance measurements, management commitment, internal audit, management review, and continual improvement.

### EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Identify the key requirements and benefits of ISO/IEC 27701:2025, included key changes of transition to ISO/IEC 27701:2025.
2. Understand the Privacy Information Management Systems (PIMS) operation and its principal processes.
3. Understand the approaches, methods, and techniques used for the implementation and management of a PIMS.
4. Attract and retain customers by managing Privacy Information and drive continual improvement.

### WHO SHOULD ATTEND

- Data Protection Officers (DPO) & Privacy Leads
- Information Security & IT Managers
- Compliance, Risk & Legal Teams
- Internal Auditors & ISMS/PIMS Steering Committees
- Department Heads Handling PII (HR, Marketing, CS, Finance)
- Executive Leadership & C-Suite

### PROVIDED MATERIALS

You will get the following materials to support you during the training:

- The training module and case studies
- Certificate of Attendance

### OPTIONAL MATERIALS

If you would like to purchase ISO/IEC 27701:2025 marked with your name and company, you can make a special request to our Sales.

# 2 days

UNDERSTANDING
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 1** | Introduction & Regulatory Drivers (Basics of Personally Identifiable Information (PII) and PIMS |
| | Overview of global/local regulations (UU PDP No. 27/2022, GDPR) |
| | Overview of correlation with UU and PP PDP |
| | Evolution from ISO 27701:2019 to 2025: Key changes & standalone model) |
| | PIMS Requirements (Clauses 4–10) (Context of the Organization & Climate Change considerations (Clause 4) |
| **Day 2** | Leadership, Privacy Policy, and Governance (Clause 5) |
| | Risk Assessment, Privacy Impact Assessment (PIA), and Objectives (Clause 6) |
| | Operational control, Monitoring, and Continual Improvement (Clauses 8–10) |
| | Annex A Controls & Modern Privacy Issues (Detailed walkthrough of the 78 Annex A Privacy Controls |
| | Specific requirements for PII Controllers vs. PII Processors |
| | AI automated processing, cloud sub-processors, and cross-border transfers) |
| | Post Test |

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Professional Level

# CERTIFIED INTERNAL AUDITOR ISO/IEC 27701:2025 TRAINING

## GENERAL INFORMATION

### DESCRIPTION

Certified Internal Auditor training is a two-day program that provides the necessary input to master the skill needed by a Privacy Information System Auditor based on ISO 19011:2026 guidelines. The training enable candidates to identify any gaps in their organization following ISO/IEC 27701:2025 standard.

### EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

1. Gain skills needed to assess and report on the conformance, effective implementation of processes, and continual improvement of a PIMS
2. Understanding risk-based audit to the requirements of ISO/IEC 27701:2025
3. Assess the compliance of the system against the needs of the standard
4. Plan, conduct, report, and implement follow-up audit activities

### WHO SHOULD ATTEND

- Individuals who want to become Internal Auditors
- Individuals interested in conducting first-party and second-party audits
- Management Representatives, Privacy Information Managers, Engineers, and consultants

### PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Examination
- Certificate Internal Auditor

**PREREQUISITE:**

A basic understanding of ISO/IEC 27701:2025 (has attended foundation level: Awareness or Understanding training)

# 2 days

CERTIFIED INTERNAL AUDITOR
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 1** | Overview about ISO/IEC 27701:2025 |
| | Overview of correlation with UU and PP PDP |
| | Audit Planning & exercise |
| | Checklist & exercise |
| | Auditing |
| | Audit evidence & exercise |
| | Audit findings |
| **Day 2** | Audit reporting |
| | Exercise – how to conduct a closing meeting |
| | How to follow up an audit |
| | Exercise – audit follow up |
| | Wrapping up day 1-2 |
| | Final Examination |

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Master Level

# CERTIFIED LEAD IMPLEMENTER ISO/IEC 27701:2025 TRAINING

## GENERAL INFORMATION

### DESCRIPTION

Certified Lead Implementer training is a four-day intensive program that enables participants to establish, implement, and maintain a Privacy Information Management Systems (PIMS) effectiveness so that it is continually improved based on ISO/IEC 27701:2025. This training follows the project management practices specified in ISO 10006 and the Privacy Information Management Principles described in ISO/IEC 27701:2025.

### EXPECTATIONS AND GOALS

By attending the course, candidates are expected to be able to:

- Understand the implementation of an ISO/IEC 27701:2025 Privacy Information Management Systems and key changes from previous version of this standard.

### WHO SHOULD ATTEND

- Managers or consultants involved in Privacy Information Management
- Privacy Information Management Systems team member
- Internal Auditor and Auditor in Privacy Information Management Systems

### PROVIDED MATERIALS

You will get the following materials to support you during the training

- The training module and case studies
- Examination
- Certificate as Lead Implementer

### OPTIONAL MATERIALS

If you would like to purchase ISO/IEC 27701:2025 marked with your name and company, you can make a special request to our Sales.

# 4 days

CERTIFIED LEAD IMPLEMENTER
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 1** | Module 1 |
| | Introduction to Privacy Information Management Systems (PIMS) |
| | Overview of correlation with UU and PP PDP |
| | Module 2 |
| | Planning and Implementation of a PIMS |
| | PIMS scope and policies |
| | Roles, responsibilities, and authorities |
| | Exercise 1 |
| | Privacy Information objectives and planning of changes |
| | Workshop 1 |
| | Leadership and commitment |
| | Workshop 2 – PIMS Scope and Policy |
| | Privacy Information objectives and planning of changes |
| | Risk Assessment |
| **Day 2** | Implementation of a PIMS |
| | Resource management |
| | Exercise 2 |
| | Awareness and communication |
| | Documentation management |
| | Operation control |
| | Product requirements, design, and purchasing process |
| | Production and service provision |

# 4 days

CERTIFIED LEAD IMPLEMENTER
ISO/IEC 27701:2025
TRAINING

# Training Agenda

**Topic**

## Day 3

- Monitoring, measurement, analysis, and evaluation
- Internal audit
- Management review
- Treatment of non-conformities
- Continual improvement

## Day 4

- Preparation for a certification audit
- Competence and evaluation of implementers
- Closing the training Final Examination
- Final Examination

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Master Level

# CERTIFIED LEAD AUDITOR ISO/IEC 27701:2025 TRAINING

## GENERAL INFORMATION

### DESCRIPTION

CBQA Global's Certified Lead Auditor program aims to provide candidates with the skills related to preparing, planning, conducting, and reporting audits and assessing the compliance of the Privacy Information Management Systems (PIMS) with the requirements of ISO/IEC 27701:2025. Candidates will gain knowledge and skills to plan and carry out internal and third-party audits in compliance with ISO 19011:2026 and ISO/IEC 17021-1:2015 standards.

**PREREQUISITES**:
A basic understanding of ISO/IEC 27701:2025 (foundation level) and comprehensive knowledge of audit principles (Professional level: Certified Internal Auditor ISO/IEC 27701:2025)

### EXPECTATIONS AND GOALS

By attending the program, candidates are expected to be able to:

- Understand an auditor's role to plan, lead, and do an audit following ISO 19011
- Through practical exercises and workshops during the training, it is expected that you can comprehend audit techniques
- Have the skills and knowledge to conduct third-party audits according to the requirements of the ISO/IEC 27701, to report and follow up the result.
- Able to manage an audit program, communicate with customers, and conflict resolution.

### WHO SHOULD ATTEND

- Managers or consultants seeking to master a PIMS audit process
- Auditors seeking to perform and lead PIMS certification audit
- Individuals who want to become a Lead Auditor

### PROVIDED MATERIALS

The following documents will be provided in softcopy format:

- The training module and case studies
- Examination
- Certificate as ISO/IEC 27701:2025 Lead Auditor

### OPTIONAL MATERIALS

If you would like to purchase ISO/IEC 27701:2025 marked with your name and company, you can make a special request to our Sales.

# 5 days

CERTIFIED LEAD AUDITOR
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 1** | Introduction to ISO/IEC 27701:2025 |
| | Overview of correlation with UU and PP PDP |
| | Course objectives and structure |
| | Standard and regulatory frameworks |
| | Training Agenda Certification process |
| | Fundamental concepts and principles of Privacy Information management |
| | Privacy Information Management Systems (PIMS) |
| **Day 2** | Audit principles, preparation, and launching an audit<br>Workshop in developing checklist and audit plan for stage 1 audit |
| | Workshop in conducting stage 1 audit |
| | Workshop document review |
| | Audit preparation, approach to process audit, control meetings, differentiate between documents, and records, process & method for gathering objective evidence, typical role of top management in an audit and auditing top management commitment |
| | Workshop in interviewing top management vs operational staff |

# 5 days

CERTIFIED LEAD AUDITOR
ISO/IEC 27701:2025
TRAINING

# Training Agenda

| | Topic |
|---|---|
| **Day 3** | Workshop audit planning |
| | Exercise Conducting audit Workshop stage 2 audit |
| | Exercise Managing audit review, data analytic, sampling, site inspection, audit trails |
| | Workshop audit evidence/ trail Exercise |
| **Day 4** | Stage 2 audit: conducting audit interview and onsite observation |
| | Exercise Recording result |
| | Workshop Report writing |
| | Closing meeting and completing audit |
| | Stage 2 audit: conducting audit interview and onsite observation Exercise Recording result Workshop Report writing Closing meeting and completing audit |
| **Day 5** | Workshop evaluating the effectiveness of the corrective action |
| | Workshop conducting closing meeting |
| | Managing an internal audit program |
| | Competence, evaluation, and closing the training |
| | Final Examination – 2 hours |

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**CONTACT US**

(62) 21 2781 4200

(62) 811 8468 777

info@cbqaglobal.com

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