

COURSE INFORMATION SHEET

GDPR SEMINAR FOR SMEs



MALTA UNIVERSITY CONSULTING

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| Days/Dates | Thursday, 29 th January 2026 |
| Time | 17:00 – 20:00 |
| Number of Hours | 3 hours |
| On-site or Online | Online via Zoom |
| Fee | € 84 |
| Deadline | Thursday, 22 th January 2026 |
| Aims/ Objectives | <p>The General Data Protection Regulation (GDPR), which came into force on 25th May 2018, revolutionised personal data protection law across the EU. It requires companies and organisations of all sizes to ensure compliance and safeguard personal data and privacy.</p> <p>This seminar will provide a clear and practical understanding of GDPR requirements, focusing on how SMEs can apply them effectively in their daily operations.</p> |
| Who should attend | <p>This course is relevant for:</p> <ul style="list-style-type: none">• Business owners and managers of SMEs• Compliance officers, HR personnel, and administrative staff• Anyone handling or managing personal data within an organisation <p>Since staff are often the biggest risk for data breaches, training is essential to reduce risks and ensure compliance.</p> |
| Course content | <p>The seminar is designed for professionals working in small and medium-sized organisations. It will equip participants with practical knowledge and tools to:</p> <ul style="list-style-type: none">✓ Understand key GDPR requirements and how they apply to SMEs.✓ Identify and manage personal data processing operations and related risks.✓ Ensure and monitor organisational compliance.✓ Handle data subjects' access requests effectively.✓ Draft and implement privacy policies.✓ Obtain and manage valid consent from data subjects.✓ Manage databases containing personal data.✓ Conduct Data Protection Impact Assessments (DPIAs).✓ Apply best practices, guidelines, and policies in daily operations✓ Apply best practices, guidelines, and policies in daily operations. |

For further information kindly contact Malta University Consulting Ltd, Campus Hub, Block 'O' Level 7, University of Malta, Msida.

Tel: 21240746; Website: www.maltaconsulting.mt ; Email: trainingservices@muhc.com.mt

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| Course Outcomes | <p>By the end of this course, participants will be able to:</p> <ul style="list-style-type: none">• Explain why GDPR and data privacy are important.• Describe the scope and principles of the GDPR.• Identify who is affected by GDPR, including companies, employees, and individuals.• Recognise when GDPR applies to your organisation.• Identify the policies, processes, and procedures needed for compliance.• Define key terms such as Personal Data, Data Controller, and Data Subject.• Outline organisational responsibilities under GDPR. |
| Trainer's Bio | <p>Dr. Luisa Spiteri Baluci, B.A., LL.D (Melit.), M.A. Law (Melit.)</p> <p>Dr. Spiteri Baluci is a seasoned lawyer and CIPP/E accredited privacy professional with over a decade of hands-on legal experience in data protection, privacy, ICT, corporate, media, procurement, and civil law.</p> <p>Her expertise includes:</p> <ul style="list-style-type: none">• Advising on GDPR compliance, policies, and procedures• Managing local and international data transfers• Applying Standard Contractual Clauses - when transferring data outside the EU/EEA (to countries that do not have an "adequacy decision").• Handling complaints with the Office of the Information and Data Protection Commissioner. <p>She currently serves as Head of the Information and Data Protection Unit at the University of Malta.</p> |
| Certification | <p>Upon successfully completing the course with 80% attendance, attendees will receive a Certificate of Attendance from Malta University Consulting.</p> |

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