



**SCHEDULE 3 - DATA PROTECTION OFFICER'S ASSESSMENT
(GENERAL APPLICATION AND IMPLEMENTATION DIRECTIVE
(GAID) 2025)**

S/N	METRIC	MARKS
1	Confirmation that the issuing body is an educational body approved or accredited by a competent regulator of educational services.	15
2	Confirmation that the training leading to the award of the certificate is up to 40 hours.	15
3	Confirmation that an examination was conducted as a condition precedent to the award of the certificate.	20
4	Confirmation that the DPO is enrolled on the database of the Commission.	10
5	Cumulative Score for Continuous Professional Development (CPD) Yearly (At least active participation in 4 different programmes recognised by the Commission).	40
TOTAL		100

Accordingly, the Continuing Professional Development (CPD) framework is structured as follows:

This framework ensures:

- Standardisation and fairness in credit allocation
- Emphasis on substantive learning rather than passive participation
- Alignment with global professional development models
- Strengthened regulatory credibility and ecosystem competence

a. Annual Requirement

Certified DPOs shall obtain a minimum of twenty (20) CPD points out of the allocated forty (40) CPD annually to maintain active certification status.

To ensure substantive professional growth, at least ten (10) points must be derived from structured training activities.

b. CDP Categories and Point Allocation

Category A: Formal Training & Certification (Minimum 10 Points Required Annually)

- NDPC-accredited training programme (4 Hours)– 5 points
- NDPC-accredited training (2 hours)– 3 points
- NDPC-recognised workshop/webinar (IMPACT Series, etc) – 2 points
- Completion of structured e-learning programme (Virtual Privacy Academy, etc.) (minimum 3 modules) – 3 points
- Completion of advanced NDPC-approved course – 6 points
- Acquisition of recognised international privacy certification – 10 points
- Renewal of recognised international certification – 5 points

Category B: Knowledge Contribution (Maximum 10 Points Annually)

- Publication of a peer-reviewed article in a recognised journal – 5 points
- Publication of industry article or policy brief – 3 points
- Speaking engagement at recognised data protection conference – 3 points
- Panel participation at a recognised event – 2 points
- Facilitation of NDPC-accredited training – 4 points
- Development of approved privacy training materials – 3 points

**Category C: Professional Engagement & Ecosystem Participation
(Maximum 8 Points Annually)**

- Attendance at recognised privacy conference – 3 points
- Participation in NDPC technical working group – 4 points
- Active membership in a recognised privacy professional body – 2 points
- Mentorship of emerging DPO (minimum 3-month engagement) – 3 points
- Contribution to regulatory consultation or public comment process – 2 points

c. Evidence and Verification

DPOs shall submit verifiable documentation, including certificates of attendance, confirmation emails, event agendas, publication copies, or formal letters of participation. The Commission may conduct random audits to validate submissions.

d. Implementation Considerations

- CPD compliance shall be reviewed annually during certification re-validation.
- Non-compliance may result in a temporary inactive status pending remediation.
- A digital submission template may be integrated into the DPO certification portal for ease of tracking and monitoring.