

DIGITAL INNOVATION AND TRANSFORMATION | COURSE BROCHURE

Data Classification and Information Handling

5 days | Classroom training | English

SMART HORIZON

info@smart-horizon.eu
Amsterdam
The Netherlands

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Course content

Why attend

Organisations cannot protect information they have not identified. This course shows how to design and roll out a practical data classification scheme, label documents and data, define handling rules for each level, apply technical controls such as data loss prevention, and build staff habits that keep sensitive information safe.

Most data leaks come from everyday handling mistakes. You will learn to put simple, well-understood rules in place across the organisation.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Scheme design workshops, labelling exercises, tool demonstrations and awareness campaign planning.

Course objectives

By the end of this course, participants will be able to:
• Explain the purpose of data classification
• Design a classification scheme and handling rules
• Identify and inventory sensitive information
• Apply labelling and data loss prevention controls
• Align classification with privacy and regulatory requirements
• Train staff and monitor compliance

Target audience

This course is suitable for:
• Information security and risk professionals
• Data protection officers
• IT managers
• Records and information managers
• Compliance and audit staff



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Target competencies

Participants will develop competencies in:

- Information protection
- Policy design
- Control implementation
- Awareness building
- Compliance monitoring

Course outline

Day 1: Why Classify Data

09:00–10:08	Information as an asset
10:08–11:00	Common leak scenarios
11:00–11:30	**Coffee break**
11:30–11:45	Common leak scenarios (continued)
11:45–12:53	Regulatory drivers
12:53–14:00	Exercise: information inventory

Day 2: Designing the Scheme

09:00–10:08	Classification levels
10:08–11:00	Handling rules for each level
11:00–11:30	**Coffee break**
11:30–11:45	Handling rules for each level (continued)
11:45–12:53	Roles and ownership
12:53–14:00	Workshop: drafting a scheme

Day 3: Labelling and Tools

09:00–10:08	Manual and automatic labelling
10:08–11:00	Data loss prevention
11:00–11:30	**Coffee break**



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11:30–11:45	Data loss prevention (continued)
11:45–12:53	Encryption and access rules
12:53–14:00	Demonstration: labelling tools

Day 4: Privacy and Compliance

09:00–10:08	Personal data handling
10:08–11:00	Retention and disposal
11:00–11:30	**Coffee break**
11:30–11:45	Retention and disposal (continued)
11:45–12:53	Third-party sharing
12:53–14:00	Case study: classification gaps

Day 5: Embedding the Habit

09:00–10:08	Awareness and training
10:08–11:00	Monitoring and reporting
11:00–11:30	**Coffee break**
11:30–11:45	Monitoring and reporting (continued)
11:45–12:53	Continuous improvement
12:53–14:00	Rollout plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,940.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**€3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**
Cape Town Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,890.–**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.–**
Istanbul Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,650.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,890.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Rome Confirmed dates	5 Apr 2027	9 Apr 2027	**€2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,450.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Barcelona Confirmed dates	10 May 2027	14 May 2027	**€2,840.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	31 May 2027	4 Jun 2027	**€2,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**€3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Frankfurt Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,650.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Dubai Confirmed dates	2 Aug 2027	6 Aug 2027	**€3,150.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
London Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Paris Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,860.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Barcelona Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,840.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Vienna Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,940.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Amsterdam Confirmed dates	8 Nov 2027	12 Nov 2027	**€2,540.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,450.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,890.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

info@smart-horizon.eu
Amsterdam
The Netherlands

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