



# Train Your Staff on DPDP

Your business is accountable for how every team member handles data (S.8). Run this one-hour session.

## ■ Everyone Must Know

- What personal data is
- Consent: ask first, explain why, allow opt-out
- Marketing needs separate consent
- Report any suspected breach immediately

## ■ Role Dos & Don'ts

- Sales: show the consent notice and log it
- Support: delete ID screenshots after use
- Accounts: don't email data unencrypted
- Everyone: strong passwords + 2FA, no shared logins

## ■ The Breach Drill

- Report fast — the 72-hour clock starts at awareness
- Contain it, then document what happened
- The business notifies the Board + people (Rule 7)
- Speed beats secrecy — never hide a breach

## ■ Make It Stick

- Pin a one-page dos-and-don'ts where staff work
- Add a 10-min refresher to onboarding
- Repeat once a year
- Keep the signed attendance sheet as evidence



Scan to read the full guide  
[easydp.in/blog/how-to-train-staff-dpdp-compliance/](https://easydp.in/blog/how-to-train-staff-dpdp-compliance/)