

Data governance and data protection for revenue agencies

Course outline · issued 14 September 2026

Technology areas	Data Governance, Data Privacy and Protection
Level	Intermediate
Short course	3 days
One-month track	4 weeks · 16 training days · 96 contact hours
Two-month track	8 weeks · 32 training days · 192 contact hours
Delivery	In person, Virtual, Hybrid
Class size	10 to 25 participants
Certification	Certificate of completion
Entry requirements	None. Designed for a mixed group of data, records, legal and ICT staff.

Who it is for

Data owners, records officers, legal and ICT staff.

REVENUE USE CASE

Impact assessment for sharing taxpayer data with a third-party agency.

By the end, participants can

- Assign data ownership, quality and retention responsibilities
- Apply the Nigeria Data Protection Act 2023 to taxpayer data
- Run a data protection impact assessment

Short course modules (3 days)

1. Governance roles and data catalogues
2. Quality, lineage and retention
3. NDPA 2023 obligations
4. Impact assessments and breach response
5. Governance charter workshop

One-month track — weeks 1 to 4

4 weeks · 16 training days · 96 contact hours

Week 1 — Governance roles and the data estate

- Ownership, stewardship and accountability
- Building a first data catalogue
- Classification and sensitivity tiers
- Where governance fails in practice

Practical: Catalogue and classify the data held by one unit.

Week 2 — Quality, lineage and retention

- Defining data quality that people can measure
- Lineage and impact analysis
- Retention schedules and lawful disposal
- Master data and the duplicate taxpayer problem

Practical: Write a retention schedule for one taxpayer record type.

Week 3 — The Nigeria Data Protection Act 2023

- Lawful bases for processing taxpayer data
- Data subject rights and how to answer them
- Controller and processor duties
- Cross-border transfer and residency

Practical: Map one processing activity against the Act's requirements.

Week 4 — Impact assessments and breach response

- When a data protection impact assessment is required
- Running one that actually changes the design
- Breach detection, containment and notification
- Working with the regulator

Practical: Complete an impact assessment for sharing data with another agency.

Checkpoint: the one-month track is assessed [here](#).

Two-month track — continues through weeks 5 to 8

8 weeks · 32 training days · 192 contact hours

Week 5 — Data sharing between institutions

- Memoranda of understanding and sharing agreements
- Minimisation, pseudonymisation and aggregation
- Technical controls on a sharing interface
- Auditing what was shared and why

Practical: Draft a data-sharing agreement with a named counterpart agency.

Week 6 — Security, access and assurance

- Access control models for taxpayer data
- Logging, monitoring and misuse detection
- Third-party and vendor assurance
- Internal audit of data handling

Practical: Design an access model and its audit trail for one system.

Week 7 — Operating the governance function

- Governance forums that people attend
- Policy, standard and procedure — writing each well
- Measuring governance maturity
- Culture, training and making rules usable

Practical: Build the governance operating model and its first-year plan.

Week 8 — Capstone charter

- Consolidating the charter
- Reviewing against the Act and agency policy
- Presenting to senior management for adoption
- Implementation roadmap

Practical: Present the directorate data governance charter for adoption.

Capstone assessment and post-course evaluation.

Capstone

A data governance charter for one directorate, with roles, a data catalogue extract, retention rules and a completed impact assessment.

About this outline

Indicative extended tracks. The one-month track runs weeks 1 to 4; the two-month track continues through week 8 with deeper labs, certification preparation and a capstone. Weeks, contact hours and cohort sizes are finalised with each client.

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