Digital and artificial intelligence

Personal Data: Law 09-08 and CNDP

One day to understand what Law 09-08 requires of your company when it processes data of employees, customers, candidates or suppliers, and how to comply with the CNDP. Participants list their processing activities and check the information given to individuals, prior formalities, security and transfers, then leave with a prioritised compliance plan.

Duration : 1 day

Objectives

1. Explain the principles of Law 09-08: purpose, proportionality, accuracy, retention period, security
2. Identify the company's personal data processing activities and record them in a register
3. Determine the formalities to complete with the CNDP according to the nature of each processing activity
4. Organise the information given to individuals and the handling of their requests for access, rectification and objection
5. Assess security measures, contracts with processors and transfers of data abroad
6. Build a prioritised compliance plan

Programme

Day 1 — morning

• Law 09-08 and the CNDP: scope, key notions, the Commission's tasks and powers of control

• Principles of lawful processing: a specified purpose, adequate and relevant data, limited retention

• Consent of the individual and other grounds for processing

• Rights of individuals: information, access, rectification, objection

Day 1 — afternoon (workshop)

• Prior formalities with the CNDP: declaration or authorisation request depending on the processing

• Processing that calls for particular attention: video surveillance, biometrics, geolocation, health data

• Security, confidentiality, processors, transfers abroad; how the GDPR fits in for European customers

• Workshop: your company's processing register and compliance plan; knowledge test

Teaching methods

• Inventory of processing activities from your own processes: recruitment, payroll, customers, access to premises

• Analysis of information notices and contract clauses brought by the participants

• Practical cases: cameras in a workshop, biometric time clocks, a sales prospecting file

• Templates of a register, an information notice and a reply to an access request handed to participants

• Quiz to validate the key notions

Assessment and documents

Knowledge test at the end of the day and end-of-course survey the next day. Numbered certificate, verifiable online, for each participant; the company receives the training report, the first version of its processing register and the compliance plan.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

The course draws on the texts and CNDP decisions in force at the date of the session. To apply these rules to AI tools, see “AI Usage Charter and Governance”.

Practical information

Duration	1 day
Audience	Management, legal staff, HR, IT, sales and customer relations managers, data protection leads
Prerequisites	No legal prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Is our company concerned by Law 09-08?

As soon as it processes data of natural persons — employees, candidates, individual customers, contacts at suppliers —, yes. A personnel file, payroll, video surveillance or a sales file is enough to create obligations.

What is the difference between Law 09-08 and the GDPR?

Law 09-08 applies to processing carried out in Morocco and provides for formalities with the CNDP. The GDPR is the European regulation; it can also concern a Moroccan company that processes data of people located in the European Union, for example for export or subcontracting.

Can we work on our own processing during the day?

Yes. The afternoon workshop builds the first version of your register from your real processes. We ask in advance for the list of your main software and files.

Does the course replace legal advice?

No. It gives teams the means to understand their obligations and organise compliance day to day. A dispute or a complex processing activity calls for legal counsel.