



ACT NOW
T R A I N I N G

DATA PROTECTION An A to Z Guide



The Data Protection Act 1998 impacts on every sector of the UK - public and private. Compliance with the Act is vital in ensuring the continued trust of service users and customers. Since November 2007 when the Government lost the details of 26 million benefit claimants there have been frequent high profile stories about data loss and poor data security. Many organisations have been found to have breached the DPA. The list includes the Health Service Trusts, local authorities, banks, solicitors firms, a political party and government departments. The Information Commissioner in his commentary on these breaches of the law has consistently recommended training in the Act.

He has recently acquired new powers (including £500,000 fines and the possibility of imprisonment) to allow him to enforce the Act and these are now being rolled out. This course equips delegates to be the data

protection expert in their organisation and to understand all aspects of the Act. It includes case studies, video and discussion and gives delegates the tools to bring their organisation into compliance with the Act.

VENUES & DATES

London	1 st Feb 12 th Jul 8 th Nov 2011
Manchester	8 th Feb 14 th Jun 15 th Nov 2011
Bristol	4 th May 22 nd Nov 2011
Edinburgh	10 th May 22 nd Nov 2011
Belfast	21 st Jun 2011

£265 + vat (Lunch and refreshments included)

OUR SPEAKER

Paul Simpkins and **Phillip Bradshaw** are well known speakers on data protection issues. Paul has worked for two of the largest Metropolitan Councils in the UK and was the Secretary of the Yorkshire and Humberside Data Protection Group. Phillip is a qualified solicitor and information manager at Cardiff City Council.

COMMENTS FROM PREVIOUS DELEGATES

"Excellent course content - well delivered with humour and good use of case studies used as examples - Excellent speaker."

MA, University of Cumbria

"Very good explanation of the law and good presentation engaging us in different ways."

ETW, Royal College of Gynecologists

"The links to real life cases helps to demonstrate it's a topic that is 'out there' - rather than just theory based."

JB, Barnsley MBC

ACCREDITED BY

Solicitors Regulation Authority
The Institute of Legal Executives (ILEX)
4.5 CPD Credit (SRA Reference: CJP/ANTL)

IN HOUSE TRAINING

Why not bring this trainer to your organisation to deliver this course? We can deliver customised in house training at your premises on all aspects of information and surveillance law. Please contact us for a quote.

PROGRAMME – 10.00am to 4.00pm

When Does the Act Apply?

- "Personal Data" in the light of the Durant case
- Paper Records
- Changes in the light of Freedom of Information

The Eight Data Protection Principles

- The Fair Processing Code
- Transferring Data Abroad
- Retention Schedules
- When consent is needed?
- Opt in/out forms

Subject Access Explained

- What is disclosable and when?
- How far do you have to go? (Ezsias case)
- Exceptions

Information Security

- Your legal responsibilities
- Technical and organisational measures
- Contracts with data processors
- Employees responsibilities
- Implications of Child Benefit data loss

Enforcement and Penalties

- Damages and Civil Actions
- Role of the Information Commissioner
- The new ICO powers explained

Codes of Practice

- CCTV (revised) and Surveillance
- Employment and Personnel Records

Associated Legislation

- Human Rights Act
- Freedom of Information Act
- Regulation of Investigatory Powers Act

Latest Hot Topics and Cases

- Data Sharing for Crime Prevention
- Violent Warning Markers
- Use of Data for Marketing
- Implications for ContactPoint
- Fraud Detection & The National Fraud Initiative
- One Stop Shops and CRM Databases
- Biometrics in Schools

Case Studies and Action Plan



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WHO SHOULD ATTEND?

Anyone who handles, or advises on, personal data in the workplace will find this course beneficial. No prior knowledge of the DPA will be assumed. This course is particularly helpful for those thinking of doing the ISEB Certificate in Data Protection as well as:

- Data Protection Officers
- Legal Advisers
- Auditors
- Community Safety Teams
- Policy Officers
- Personnel Officers
- Social Services Staff
- CCTV Managers
- Housing Officers
- Education Professionals
- Revenues and Benefits staff

FREE INFORMATION LAW/SURVEILLANCE RESOURCES

Podcasts: This is a quarterly podcast by Ibrahim Hasan, solicitor and information law expert. It is designed to bring busy public sector practitioners up to date with the latest developments in Freedom of Information law.

Webcasts: We run regular interactive (and free) webcasts on the latest developments in information and surveillance law. You can watch the slides and the listen to the speaker from the comfort of your office.

Newsletter: Our quarterly newsletter contains news and views on all aspects of information and surveillance law. It is the UK's most popular such newsletter with over 5,000 subscribers.

Visit our website, www.actnow.org.uk, for more information on all the above.

BOOKING FORM

COURSE _____

VENUE & DATE _____

DELEGATE DETAILS

NAME _____

DEPARTMENT _____

ORGANISATION _____

ADDRESS _____

_____ **POST CODE** _____

TELEPHONE _____

EMAIL _____

INVOICE

PURCHASE ORDER NUMBER (Required) _____

INVOICE ADDRESS _____

_____ **POST CODE** _____

BOOK

Post 64 Bradford Road, Dewsbury, West Yorkshire, WF13 2DU

Telephone 01924 451 054

Fax 01924 451 129

Online www.actnow.org.uk/booking

TERMS AND CONDITIONS

Cancellation Policy: Cancellations must be in writing and will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Your booking cannot be transferred to another course. Substitute delegates are welcome at any time without any additional charge.

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control.

Disabilities & Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.