



In-Depth Data Protection Training Day



Monday 6 February 2012 10 am to 4.30 pm Tea and coffee available from 9.30 am	Tamar Science Park 1 Davy Road Derriford Plymouth PL6 8BX	Price: £95 per person
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PROGRAMME

- Data Protection Act – what’s it all about?
- Legal terminology explained eg personal data, relevant filing system
- Principles in Practice:
 - Fair Processing and Privacy Notices
 - Conditions for Processing and Sensitive Data
 - Keeping within the Law – including update on use of internet “cookies”
 - Consent and Confidentiality
 - Notification and secondary use
- Information Management**
 - Ensuring adequacy and relevance – avoiding excess
 - Accuracy and keeping information up to date
- Retention – how to decide what to keep or destroy
- Managing Information Security
- Individual’s Rights – how they work in practice
- Overseas Transfers
- Enforcement – Offences and monetary penalties – how to avoid them
- Focus on –
 - Managing requests for information (link with the Freedom of Information Act 2000)
 - Dealing with disclosures and information sharing
 - How to effectively manage compliance in your organisation

Objectives:

- **To focus on getting to know the Data Protection Act so that you can increase your confidence when working with it and effectively manage compliance within your organisation.**
- **To assist you when dealing with Data Protection queries and complaints.**

The day includes practical activities designed to aid understanding and put the theory into practice. Excellent opportunity to share experiences with fellow practitioners.

Who should attend?

Anyone who is responsible for the management and daily implementation of the Data Protection Act and related legislation in their organisation, such as Data Protection and Information Governance Managers, legal advisers and Company Secretaries. It is suitable for beginners as well as a “refresher” for experienced practitioners.

DP Assist - 5 Limes Court, Main Road, Exminster, Exeter, Devon, EX6 8HU

www.dpassist.co.uk

Telephone: 01392 823068 E-mail: info@dpassist.co.uk



Gill Smith is a qualified Data Protection and Freedom of Information Consultant, and Trainer. Gill has been working in Data Protection during the past 23 years in both the public and private sector.

She provides extensive practical consultancy, training services and training days for a number of clients throughout the UK. An excellent communicator, well-informed and enthusiastic, Gill has assisted organisations to understand and implement key legislation since DP Assist was established in 2003.

She has been an accredited tutor for the Information Systems Examining Board in both Data Protection and Freedom of Information Certificates.

To reserve a place, please complete the following:-

**REGISTRATION FORM FOR IN-DEPTH
DATA PROTECTION TRAINING DAY IN PLYMOUTH ON 6TH FEBRUARY 2012**

Name: (Mr/Mrs/Ms/other - please specify)

Organisation: Position:

Address:

Tel No: E-mail:

Others attending from your organisation:

(1)

(2)

Please send your cheque for £95 per person - payable to DP Assist, with this completed Registration Form to:

Gill Smith, DP Assist, 5 Limes Court, Main Road, Exminster, Devon EX6 8HU

BACS and electronic payments are welcome. Contact us for more information.

If you would like us to send you an invoice prior to payment, please tick here:
Please specify any special dietary or other requirements eg wheelchair assistance required

The Training Day Fee includes documentation, refreshments and buffet lunch. Substitutions permitted but cancellations received up to 10 days prior to the event date will incur a 50% charge per trainee.

WHAT WE DO WITH YOUR INFORMATION:
We will only use and disclose it for the organisation and administration of this event. It will NOT be supplied to any business or organisation outside of DP Assist.

IN THE EVENT OF UNFORESEEN CIRCUMSTANCES, DP ASSIST RESERVES THE RIGHT TO RE-ARRANGE THIS EVENT- WITHOUT LIABILITY.
ANY QUERIES TELEPHONE 01392 823068.