

Training Courses & Qualifications Catalogue 2015



Professional
Compliance
Training

Data Protection
Bribery
Data Security
Environmental Information
Freedom of Information
Records Management

About PDP Training

PDP Training is the UK's leading provider of professional compliance training courses

PDP's training courses enable delegates to understand the legal requirements that apply to key areas of their daily working lives.

Organisations that send their staff on PDP's professional training courses benefit from the peace of mind in knowing that their staff will be fully up to date with the latest knowledge and developments.

- **Quality practical compliance courses**
all courses are accredited by the Law Society and Bar Council
- **Expert trainers**
all PDP Trainers are leading experts in their field, and meet rigorous excellence criteria in communication and training skills
- **Quality venues**
all public courses take place in 4 or 5 star hotel venues in central city locations, with lunch included for all delegates on 'short day' courses
- **Comprehensive course materials**
all delegates receive a binder of materials explaining the subject
- **Interaction**
delegates are encouraged to ask questions in the training sessions
- **Discounts**
organisations sending multiple delegates will receive discounts for the second and subsequent delegates
- **Fully up-to-date**
the content of each course is reviewed several times per year to ensure that PDP courses are the most up-to-date available
- **In-house training**
all courses can be provided to you at your own premises - see page 35
- **Certificate of attendance**
delegates are issued with a certificate of attendance on request

Five easy ways to book PDP Training courses:

Telephone:

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Fax:

+44 (0) 870 137 7871

Email:

bookings@pdptraining.com

Post:

PDP
Canterbury Court
Kennington Park
London
SW9 6DE
United Kingdom

Web:

www.pdptraining.com

All bookings are subject to the terms which can be accessed at www.pdptraining.com/terms

Contents

Bribery

Bribery Level 1: Essential Knowledge	4
Bribery Level 2: Implementing the Culture Change	5

Data Protection

Data Protection Essential Knowledge - Level 1	6
Data Protection Essential Knowledge - Level 2	7
Handling Subject Access Requests	8
Data Protection in the Workplace	9
Direct Marketing - Legal Risks and How to Overcome Them	10
International Data Transfers - Overcoming the Limitations	11
Creating Data Protection Policies	12
Training Staff in Data Protection	13
Data Protection in Financial Services	14
Data Protection Compliance for Charities	15
Data Protection Compliance for Law Firms	16
Data Sharing in the Public Sector	17
How to Conduct a Data Protection Audit	18
Conducting Privacy Impact Assessments	19
Breach Management for the Public Sector	20

Data Security

Data Security	21
---------------------	----

Freedom of Information

FOI Practical Training - Level 1 (Essential Knowledge)	22
FOI Practical Training - Level 2 (Applying the Exemptions)	23
FOI and Data Protection - How They Work Together	24
FOI in Scotland	25
FOI and Data Protection in Scotland	26

Environmental Information

Understanding the Environmental Information Regulations	27
---	----

Human Resources

Handling Subject Access Requests	8
Data Protection in the Workplace	9
Training Staff in Data Protection	13

Records Management

Records Management 1	28
Records Management 2	29

Qualification Programmes

Practitioner Certificate in Data Protection	30
Practitioner Certificate in Data Protection Residential	31
Practitioner Certificate in Freedom of Information	32

Trainers' Biographies	33 - 34
------------------------------------	---------

In-House Training Solutions	35
--	----

Booking Forms	36 - 39
----------------------------	---------



Bribery Level 1: Essential Knowledge

London

Bribery and corruption, in all their facets, regularly make the headlines and are potentially significant issues for all organisations. Reputational damage, public procurement debarment, substantial fines and share price losses can, and often do, directly follow any issue related to bribery or corruption.

However, now that the UK Bribery Act is in force, the focus on these business critical areas has become even greater, particularly given that the Bribery Act brings with it the prospect of ten-year prison sentences and unlimited fines.

This one-day training course is comprehensive and wide-ranging, and provides a foundation in bribery and corruption, covering all critical areas including:

- what are bribery and corruption?
- how are bribery and corruption perpetrated?
- what the Bribery Act means for me, and for my organisation
- training, education and communication
- how the Bribery Act compares with other international bribery laws
- domestic and international risks of bribery
- the 'Six Principles' and what they mean
- what are adequate anti-bribery procedures?
- how to implement - and maintain - adequate procedures
- proving that procedures are adequate
- the Corporate Shield
- what happens when adequate procedures fail?
- what needs to be included in a Code of Conduct?
- how to manage third-parties
- getting top-level support, including the cost of compliance

“ The ability of the trainer to handle business-specific questions was excellent. ”
 Rachel Turner
 Momentum

“ Wide ranging and covered examples for all organisations and situations. Good pointers to go back with, and an assurance that my company has the correct procedures in place. ”
 Steph Hughes
 Clearcast

Delegates will have the opportunity to work through a number of case studies drawn from the Ministry of Justice guidance, industry-specific scenarios and practical cases, supported by internationally-published short bribery and compliance Whitepapers produced by the Course Trainer. The course is highly interactive, with plenty of opportunity for questions.

The Level 1 and Level 2 courses taken together constitute a complete training package on the fundamentals of bribery law and compliance.

<p>The Trainer: Keith Read See the Trainer’s biography on page 34</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p>
<p>Who should attend: Compliance Officers, Compliance Managers, Lawyers, Risk Managers, Corporate Security Officers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Monday, 16 March 2015 London: Monday, 07 December 2015</p>
<p>*The fee for both Bribery 1 and Bribery 2 booked together is £795 plus VAT</p>	



Bribery Level 2: Implementing the Culture Change

London

“It couldn’t happen in my organisation” is a popular refrain; but what anti-bribery controls do you and your organisation have in place - and how effective will they be now that the Bribery Act is in force and potentially opens up processes, and people, to hitherto unheard of levels of legal scrutiny? Central to an effective anti-bribery programme - one that meets both the spirit and letter of the Bribery Act and related legislation - is a strong anti-bribery culture. However, delivering that culture is often one of the most challenging areas, and the most difficult to measure.

This one-day training course enables practitioners from a wide range of backgrounds and disciplines to consider the cultural requirements of an effective anti-bribery and corruption programme - and how that culture change can be successfully implemented, managed and measured. Areas covered include:

- how does bribery occur?
- who perpetrates bribery, and why?
- bribery risks, and risk mitigation
- anti-bribery strategy - taking the high ground
- what is an anti-bribery culture?
- cultural aspects of the Bribery Act, and related legislation
- rules and principles
- tools and techniques - the Compliance Covenant and Compliance Passport
- incentives and disincentives, including the ‘level playing field’
- anti-bribery - monitoring and measuring, including Benford’s Law
- managing third-party culture
- culture and processes, including certifications
- culture and the Code of Conduct
- managing, implementing and assessing culture change
- culture and corporate reputation in practice

“ Excellent, thank you Keith! ”

Angela Jura
The Prostate Cancer Charity

“ Very useful day that will now be put into practice. Thanks. ”

Dawn Kneafsey
Schueco UK Ltd

“ The experience of the presenter helps to identify options that can be used. ”

Catherine Harris
M+W UK

Delegates will have the opportunity to work through an anti-bribery culture change case study, which will enable them to consider how those tools, techniques and approaches could be used in their own company or organisation; this will be supported by internationally-published short bribery and compliance Whitepapers produced by the Course Trainer. The course will be highly interactive, with plenty of opportunity for questions.

The Level 1 and Level 2 courses taken together constitute a complete training package on the fundamentals of bribery law and compliance.

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<p>*The fee for both Bribery 1 and Bribery 2 booked together is £795 plus VAT</p>	



Data Protection Essential Knowledge Level 1

London, Belfast, Manchester, Bristol, Glasgow and Edinburgh

This course is an introductory level session for all those that are new to data protection, or those that require a refresher on the fundamental concepts. It is designed for people who work with, or will work with, data protection issues on a regular basis.

This invaluable and practical training session examines core concepts of practical data protection compliance, including:

- how data protection law applies to your organisation
- what can and cannot be done with staff information and customer information
- an introduction to the requirement to keep data secure, and how to meet that requirement
- the rights of individuals, such as customers and staff, in respect of data held by your organisation
- the legal requirements for gathering information for marketing, including an introduction to the use of opt-out and opt-in clauses
- the requirements for using CCTV cameras
- an introduction to handling requests for information by individuals
- the special rules that apply to using 'sensitive personal data' (e.g. medical information, criminal convictions, ethnicity)
- an introduction to the restrictions on sending personal data abroad
- the legal requirements for outsourcing personal data processing operations, e.g. payroll, call-centres, private investigators and confidential waste management companies
- an introduction to the principle of 'accountability'
- the role of the Information Commissioner

“ The entire day was useful and extremely well presented by Peter Carey. ”

Bob Bickmore
IBM

“ The instructor’s knowledge was second to none and I would absolutely recommend this course. ”

Rik Ferguson
Trend Micro

“ Good sized group to encourage a range of questions. ”

Valerie Ryder
Judy Barker
Tending District Council

<p>The Trainer: Peter Carey, Charles Russell See the Trainer’s biography on page 33</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">London:</td> <td>Monday, 12 January 2015</td> </tr> <tr> <td>Belfast:</td> <td>Monday, 09 March 2015</td> </tr> <tr> <td>Manchester:</td> <td>Monday, 23 March 2015</td> </tr> <tr> <td>Glasgow:</td> <td>Monday, 13 April 2015</td> </tr> <tr> <td>London:</td> <td>Monday, 18 May 2015</td> </tr> <tr> <td>Bristol:</td> <td>Monday, 06 July 2015</td> </tr> <tr> <td>London:</td> <td>Monday, 13 July 2015</td> </tr> <tr> <td>Edinburgh:</td> <td>Monday, 14 September 2015</td> </tr> <tr> <td>London:</td> <td>Monday, 21 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Monday, 28 September 2015</td> </tr> <tr> <td>Belfast:</td> <td>Monday, 05 October 2015</td> </tr> <tr> <td>London:</td> <td>Monday, 09 November 2015</td> </tr> </table>	London:	Monday, 12 January 2015	Belfast:	Monday, 09 March 2015	Manchester:	Monday, 23 March 2015	Glasgow:	Monday, 13 April 2015	London:	Monday, 18 May 2015	Bristol:	Monday, 06 July 2015	London:	Monday, 13 July 2015	Edinburgh:	Monday, 14 September 2015	London:	Monday, 21 September 2015	Manchester:	Monday, 28 September 2015	Belfast:	Monday, 05 October 2015	London:	Monday, 09 November 2015
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<p>*The fee for both the Level 1 and Level 2 courses booked together is £795 plus VAT.</p>																									



Data Protection Essential Knowledge Level 2

London, Belfast, Manchester, Bristol, Glasgow and Edinburgh

This practical training session is designed for those that work in the field of data protection. The Level 1 and Level 2 courses taken together constitute a complete training package on the fundamentals of data protection. This session provides a thorough grounding in the following important aspects of data protection practice:

- data retention - the restrictions on keeping data, and how to establish a retention schedule
- transferring data to third parties - the legal requirements for transferring data between organisations
- the main exemptions, including ‘crime and tax’ and ‘disclosures required by law’
- criminal offences - an introduction to the main offences, including potential penalties
- the power to fine – how, when and why the Commissioner will impose a fine on an organisation
- the Commissioner’s other powers - an analysis of the Commissioner’s powers including practical tips on how to deal with the ICO during an investigation
- the E-Privacy Regulations - an introduction to the restrictions on calling, emailing and faxing people for marketing purposes, and the use of cookies on websites
- risk assessments - the basics of when and how to carry out a risk assessment
- data destruction - methods to ensure lawful and secure destruction

“ Very informative and built well on Level 1. ”

Elizabeth Fisher
London Mathematical Society

“ The course trainer was very good and made it as straight forward as possible. Would recommend this course to anyone involved in DP. ”

Melissa Zajac
Cambridge University Press

“ The data retention and exemptions sections were particularly useful. ”

Matthew James
Linklaters

<p>The Trainer: Stephanie Pritchett, Pritchetts See the Trainer’s biography on page 33</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Tuesday, 13 January 2015 Belfast: Tuesday, 10 March 2015 Manchester: Tuesday, 24 March 2015 Glasgow: Tuesday, 14 April 2015 London: Tuesday, 19 May 2015 Bristol: Tuesday, 07 July 2015 London: Tuesday, 14 July 2015 Edinburgh: Tuesday, 15 September 2015 London: Tuesday, 22 September 2015 Manchester: Tuesday, 29 September 2015 Belfast: Tuesday, 06 October 2015 London: Tuesday, 10 November 2015</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	
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Handling Subject Access Requests

London, Manchester, Belfast, Edinburgh and Glasgow

Dealing effectively with Subject Access Requests ('SARs') remains a management challenge for many organisations. Requests can come from customers, employees, complainants, and others. The quantities of information typically held on individuals are increasing to vast proportions, sometimes as an unintended consequence of technological advances.

Individuals' awareness of their information rights, as well as their expectations of access, has reached an unprecedented level. Responding to SARs remains an all-too-frequent drain on staff time and budgets.

This practical training session looks in detail at the right of individuals to gain access to their data, as well as the exemptions that organisations can use to withhold information. It gives delegates the information they need to set up an effective SAR handling process in their organisation, and looks at how to avoid the common pitfalls that arise. It includes:

- determining whether a valid request has been made
- liaising with the applicant to clarify the request
- analysing whether particular manual (paper) records fall within the law
- setting parameters for the search for information and collating the results
- establishing whether the retrieved information is personal data
- dealing with third party information
- applying the relevant exemptions
- presenting the response to the applicant
- managing dissatisfied recipients
- how to deal with an investigation
- staff awareness and training

Participants in this session work through the Information Commissioner's guidance and a number of practical scenarios.

“ Particularly useful were the practical issues – applying the Act to real situations. ”

Elizabeth Hiley
General Medical Council

“ Very informative about the SAR process – most useful. ”

Neil Gorman
Barclays Bank

“ Discussing various scenarios helped me to understand the process as a whole. ”

Kate Marks
Kent & Medway NHS

<p>The Trainer: Sian Rudgard, Hogan Lovells Olivia Whitcroft, OBEP See the Trainers' biographies on page 33-34</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p>
<p>Who should attend: Data Protection Officers, Information Officers, Privacy Officers, Compliance Officers, Information and Commercial lawyers (in-house and private practice), Office Managers, Human Resources Officers, Records Managers, and others.</p>	<p>London: Monday, 09 February 2015 Belfast: Thursday, 12 March 2015 Manchester: Thursday, 26 March 2015 Glasgow: Thursday, 16 April 2015 London: Thursday, 21 May 2015 London: Friday, 18 September 2015 Edinburgh: Monday, 28 September 2015 Manchester: Friday, 02 October 2015 London: Thursday, 12 November 2015</p>
<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>	



Data Protection in the Workplace

London, Manchester, Belfast, Edinburgh and Glasgow

Meeting the requirements of data protection law whilst handling staff data can be particularly challenging. Holding and using staff information carries significant legal responsibilities and risks.

This invaluable one-day session is designed to meet the needs of anyone who has responsibility for the use of employee data, including Human Resources Officers and Compliance Officers. It is also useful to Employment Lawyers and companies providing outsourced HR functions to other organisations.

This unique and invaluable session uses case studies based on real scenarios to give delegates a practical understanding of the data protection compliance issues involved in employing and managing staff. The session lets delegates know the key areas of risk and includes practical advice on:

- ensuring that the recruitment and selection process meets the legal requirements, including the content of application forms, pre-employment vetting, criminal records, medical checks and the interview process
- retaining staff records, and appropriate periods of time for keeping information
- dealing with information requests from staff - what must be disclosed and what you can withhold
- disclosing staff information to outside third parties – the legal requirements that must be met before staff information can be sent outside the organisation
- references and the rights of ex-members of staff
- monitoring staff activities and communications, including using line managers, private detectives, CCTV cameras and website monitoring technologies
- handling sensitive information such as health, sickness records and medical data
- how to handle mergers, acquisitions and restructuring
- outsourcing functions to third party providers
- how to comply with the Employment Code
- how to handle staff complaints
- the role of the Information Commissioner and what to do if he investigates

“ The issues around employment records and monitoring were particularly useful. ”

Jenny Smythe
Scottish Executive

“ V V Good! Fluent, knowledgeable, interactive presentation. ”

Good balance of law and practice.

Thank you. ”

Mona Sachdeva
Ashfield Homes

“ The whole course was really useful! ”

Helen Jerry
Deutsche Bank

<p>The Trainer: Stephanie Pritchett, Pritchetts See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>																
<p>Who should attend: Human Resources Officers and Administrators, Personnel Officers, Data Protection Officers, Compliance Officers, Employers’ Representatives, and Employment Law Advisers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Belfast:</td> <td>Friday, 13 March 2015</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 27 March 2015</td> </tr> <tr> <td>Glasgow:</td> <td>Friday, 17 April 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 22 May 2015</td> </tr> <tr> <td>Edinburgh:</td> <td>Friday, 18 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Monday, 12 October 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 13 November 2015</td> </tr> <tr> <td>Belfast:</td> <td>Monday, 23 November 2015</td> </tr> </table>	Belfast:	Friday, 13 March 2015	Manchester:	Friday, 27 March 2015	Glasgow:	Friday, 17 April 2015	London:	Friday, 22 May 2015	Edinburgh:	Friday, 18 September 2015	Manchester:	Monday, 12 October 2015	London:	Friday, 13 November 2015	Belfast:	Monday, 23 November 2015
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Direct Marketing - Legal Risks and How to Overcome Them

London

It is legitimate for all types of organisations to promote their products and services widely. However, the law restricts the ability of organisations to send marketing messages to individuals (direct marketing), an activity which is now heavily regulated in both the UK and in the European Union.

These restrictions present risks that can affect a brand’s value and consumer trust. In 2011, the Information Commissioner acquired the power to fine organisations that breach the Privacy & Electronic Communications Regulations by sending unsolicited marketing emails.

This training course provides delegates with a practical analysis of the legal rules that affect direct marketing by post, fax, telephone, text message and email. Attending this session will give delegates the peace of mind in knowing how to ensure that their organisation’s direct marketing activities meet the legal requirements.

The session addresses the practical questions that organisations face in devising lawful marketing campaigns, including:

- the different rules for different communication methods: email (and text message), post, fax, telephone
- the distinction between opt-out and opt-in permissions, and when to use each
- how to ensure that your organisation can benefit from the ability to use opt-out permissions to legitimise its marketing
- the difference between targeting corporate entities and individuals
- what information must be included in direct marketing communications
- whether your organisation can use its existing database of contacts for marketing purposes
- whether and when it is lawful to use marketing lists purchased or acquired from third parties (e.g. list rental agencies and merged or acquired businesses)
- how to comply with the requirements for website cookies
- the powers of the Information Commissioner to fine organisations for breaches of the legal requirements

Participants in this training course will gain all the knowledge necessary to ensure that their organisations are able to conduct successful and lawful direct marketing campaigns.

“ Excellent! Both practical and informative. ”

Nicola Burns
Walt Disney

“ This was a really useful day. I needed the background, basics and more and I got it! ”

Eleanor Bonnet
Clearcast

“ Excellent interactive workshop all the way through. ”

Nadia Banno
BBC

<p>The Trainer: Eduardo Ustaran, Hogan Lovells See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Marketing Executives, Marketing Consultants, Brand Managers and Planners, Marketing Communications Officers, Marketing Account Directors, Advertising Directors and Managers, Compliance Officers, Data Protection Officers, Commercial Lawyers, Office Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Wednesday, 17 June 2015</p>



International Data Transfers - Overcoming the Limitations

London, Manchester, Edinburgh, Belfast and Glasgow

EU data protection law does not allow the transfer of personal information to countries outside the EEA that do not have an adequate level of data protection. This prohibition is entirely at odds with the way in which organisations operate in today’s world, and presents a challenge to global data processing and international outsourcing.

This session provides a practical hands-on approach to the different mechanisms available to overcome the legal limitations affecting international data transfers. Attend this session to identify the most appropriate solution to the challenges faced by your organisation and learn about the most cost-effective way to comply with the law.

This session addresses all of the practical questions affecting international transfers of personal data such as:

- can I rely on consent to transfer employee data?
- how do I justify the use of model contracts to my service providers?
- what level of security is an offshore call centre required to adopt?
- which EU jurisdictions require regulators’ approval prior to the transfer?
- can I use an intra-group agreement to enable global processing within my organisation?
- what materials do I need to submit when applying for Binding Corporate Rules approval?
- what is Safe Harbor and how can I rely on it?
- what is the right approach to adopt in my particular case?

Delegates will understand the restrictions on cross-border data transfers and will be able to find the most appropriate way to legitimise international data processing for their organisation.

“ Excellent. ”

Keri Barnjum
NATS

“ Excellent, thank you. ”

Kimberley Smith
Maples and Calder

“ Very good discussions, practical and engaging. ”

Maria Mademyr
Invesco Perpetual

“ Very well run and executed. ”

Natalie Afshar
ebookers

“ The whole course brought my knowledge from zero to a reasonable level. ”

Ken Wightman
IPRS Ltd

“ Excellent – no improvements necessary. ”

Hermien Melan
KPMG

<p>The Trainer: Eduardo Ustaran, Hogan Lovells Sian Rudgard, Hogan Lovells See the Trainers’ biographies on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>												
<p>Who should attend: Data Protection Officers, Compliance Officers, International Development Directors and Managers, IT Directors and Managers, In-House lawyers, HR Directors and Managers, Outsourcing Service Providers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Belfast:</td> <td>Friday, 13 March 2015</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 27 March 2015</td> </tr> <tr> <td>Glasgow:</td> <td>Friday, 17 April 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 22 May 2015</td> </tr> <tr> <td>Edinburgh:</td> <td>Monday, 12 October 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 13 November 2015</td> </tr> </table>	Belfast:	Friday, 13 March 2015	Manchester:	Friday, 27 March 2015	Glasgow:	Friday, 17 April 2015	London:	Friday, 22 May 2015	Edinburgh:	Monday, 12 October 2015	London:	Friday, 13 November 2015
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Creating Data Protection Policies

London



Data protection policies have become essential tools for controlling the use of personal information, whether about employees or customers / citizens.

Organisations greatly benefit from having in place policies for general data protection responsibilities, access control, website privacy issues, acceptable use and employee monitoring, rights of subject access, CCTV usage, portable devices and security of personal information. The new Data Protection Regulation is expected to make internal data protection policies a compulsory requirement, which must usually be published on the organisation's website.

This training session explains how to create data protection policies and shows how policies can be used to make information management more efficient and effective, thereby saving time and costs. Using sample policy documents (which delegates can keep), the session covers:

- why you need data protection policies: legal and practical issues
- the ICO and other guidance on drafting policies
- using policies to educate employees and customers, to control the release of information and to keep information secure
- the 'organic' model: keeping policies up to date
- when and how to make policies enforceable
- relying on your policies in disputes

“ The sample DP policies from other organisations were really useful in helping decide what best practice looks like, and what it doesn't! ”

Veronica Morrison
RSPCA

“ The tutor's knowledge and the time for questions were particularly useful. ”

Kelly Harnett
Walt Disney

“ Tutor very accessible. ”

Deepak Pillai
Haryati Pillai

“ Excellent. ”

Kevin Gent
Thermal Insulation Contractors

“ Comprehensive and useful. ”

John Midlane
Metropolitan Police

“ Well pitched. Really useful. ”

Magnus Boyd
Hill Dickinson LLP

“ Very good course! ”

Kim Walker
Royal Air Force

<p>The Trainer: Sally Annereau, Taylor Wessing See the Trainer's biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Trainee Data Protection Officers, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Thursday, 25 June 2015</p>



Training Staff in Data Protection

London

Having responsibility for training staff on data protection issues can be a daunting prospect. Yet it is essential that all staff who handle personal information understand the fundamental principles and the practical requirements for complying with data protection rules. It is also important that staff members are able to identify breaches or potential breaches of data protection law, and to react appropriately.

Practical and non-technical, this training session gives insight into suitable training methods and into assessing knowledge levels amongst different categories of staff. It also considers the key issues in planning for and preparing a staff training session, including:

- who should be trained, and what do they need to know?
- appropriate training tools for different groups of staff
- putting together slides, exercises, case studies, and taking examples from 'real life'
- session length and timings
- getting the audience on-side and keeping them engaged
- assessment and follow-up

“ Excellent! ”

Ian Boyes
Calderdale Metropolitan Borough Council

“ Excellent course! ”

Jacqueline Hamza-Tenpow
AQA

“ Thanks – excellent. ”

Theresa Bertorelli
IFDS

“ Good clear practical guidance – well worth attending. ”

Alison Bainbridge
Roehampton University

“ All useful. ”

Philip Berry
South West Trains

“ Thank you. Very helpful. ”

Debbie Bolton
Royal Academy of Dance

The session explains how to train staff to:

- appreciate who and what is covered by data protection rules
- understand the organisation’s policy and aims on personal data use
- understand their individual responsibilities
- know and apply the 8 core Principles for personal data use
- understand the additional measures required for sensitive data use
- recognise when, and for what purposes, staff / customer data may be used
- identify appropriate steps to help keep personal information secure
- deal with external requests for information, and understand the safeguards to apply
- understand the rights of individuals and third parties
- recognise and deal with a subject access request
- know what to do in the event of a data protection breach

<p>The Trainer: Stephanie Pritchett, Pritchetts See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Human Resources Data Protection Officers, Information Officers, Privacy Officers, Compliance Officers, Information and Commercial lawyers (in-house and private practice), Office Managers, Human Resources Officers, Records Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 14 May 2015 London: Tuesday, 01 December 2015</p>



Data Protection in Financial Services

London

Banks, insurance companies, brokers and other financial institutions face data protection issues in the context of a unique set of business, risk-management and regulatory requirements. Regulatory, client confidentiality and data protection rules often seem to require different things.

This training course looks at the data protection issues facing financial institutions and the steps that can be taken to address them in the context of all applicable rules. It applies data protection requirements to the real-life circumstances of financial institutions and steers a course through the related regulatory, employment law and other issues, including:

- what should we say about data protection in our terms and conditions?
- can we disclose client information to a foreign regulator?
- can we back up or outsource our client / employee systems to New York / India / Poland?
- how do we deal with data protection issues when our regulators require us to process data - whistleblower hotlines, email monitoring, background checking, internal investigations, etc.?
- how do we justify collecting sensitive personal data when we clearly need to but where we are unable to get consent?
- what steps should we take if we lose a laptop full of client information?
- client information - what can we do with it and how can we achieve maximum flexibility?

All of these questions, and more, will be answered, within a systematic framework allowing delegates to apply the principles to a range of new issues and questions as they arise. Practical examples will be considered and delegates will be given guidance on actions they may need to take when they are back in the office.

There will be ample opportunity to raise and discuss data protection issues arising in the course of your work.

“ Time flew by – the first time I’ve been on a course where this has happened. ”
Richard Owen
Fortis

“ Excellent. ”
Jeremy Ison
Deutsche Bank

“ Really useful course. ”
Karen Sexton
Avon Insurance

“ Very good – thank you. ”
Anita Ebertsohn
Mitsubishi

<p>The Trainer: Richard Jones, Clifford Chance See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Compliance Personnel, In-House Lawyers, Private Practice Lawyers, Information Managers, Records Management Officers, Information Lawyers, Legal Advisors, Consultants and Advisors to financial services organisations, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Wednesday, 23 September 2015</p>



Data Protection Compliance for Charities

London

Charities have many and significant data protection compliance challenges. They will be concerned to ensure that their staff, donor, client and marketing information are processed in accordance with the requirements of data protection law.

This indispensable and unique one-day training course covers all data protection compliance issues involved in the administration of charities, including:

- practical advice on the obtaining, use and storage of donor and supporters' data
- complying with requests for personal information from contacts, beneficiaries, donors, supporters, staff and volunteers
- ensuring compliance for fundraising, data sharing, trading and other activities
- the necessary formalities for the use of agents and contractors (e.g. brokers, payroll providers, website hosts) to process customer, beneficiary, staff and volunteer data
- the necessary content of all beneficiary and donor details acquisition forms, both online and offline
- practical advice on how to comply with the security obligations in the legislation
- an analysis of the ban on transfers of personal data outside the EEA and of the practical methods for circumnavigating the ban
- complying with the requirements for using sensitive personal data (e.g. religious information or health data)
- ensuring compliance with the Privacy & Electronic Communications Regulations 2003 and 2011 in marketing campaigns, particularly in the field of seeking donor contributions by email, fax and telephone
- the use of donor and beneficiary data obtained from third parties and list swaps

Delegates will learn about the practical application of data protection rules in the context of running a charity. There will be plenty of opportunity for questions in the session.

Attendance on this course can be used as an exemption from the requirement to attend Data Protection Essential Knowledge - Level 1 for candidates enrolling on the Practitioner Certificate in Data Protection Programme.

“ Excellent. ”
Gail Briedis
Cancer Research UK

“ Good pace – not overly ‘lawyerly’ which I appreciated. ”
Anni Broadhead
Support Network

“ Really helpful and interesting, lots of examples to demonstrate the points. ”
Catherine Egan
NHS Confederation

“ Very good. Interesting delivery. ”
Helen Newman
Westminster School

“ Outstanding – a skilful walkthrough of this complex area. I feel equipped to take this subject to my organisation with confidence. Highly recommended. ”
Pete Meiners
Friends of the Earth

“ Course was great – thanks! ”
Catherine Moodie
WWF - UK

<p>The Trainer: Peter Carey, Charles Russell See the Trainer's biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Charity Compliance Officers, Finance Directors, Human Resources Officers, Data Protection Officers, Marketing Executives, Database Managers, Fundraising Managers, Records Managers, Charity Lawyers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Thursday, 10 September 2015</p>



Data Protection Compliance for Law Firms

London

All law firms are under statutory duty to ensure that they are data protection compliant. SRA rules will shortly require all firms to appoint a Compliance Officer for Legal Practice ('COLP'). Commercial clients are increasingly stipulating that firms they instruct have appropriate data protection measures in place.

This popular and invaluable training course is designed for law firms' senior staff and decision makers, such as Managing Partners, Senior Partners, Compliance Officers, Office Managers, Heads of Human Resources, Heads of Marketing and Heads of IT.

This course is accredited by the Law Society with 5 Hours CPD Points. The course content includes:

- all data protection issues involved in running a modern legal practice
- client and staff data issues including:
 - data security and confidentiality
 - storage and use of passwords
 - protection of client data
- notifications to, and powers of, the Information Commissioner
- contracts with 'data processors', such as payroll companies, waste collection agents and process servers
- confidential waste management issues
- the content of Client Care letters
- how to ensure that law firm marketing materials meet the legal requirements
- how to ensure that the firm's website is data protection compliant, including necessary
- content for the online Privacy Policy
- how to handle a data breach incident

Delegates will receive relevant compliance documentation at the event and there will be plenty of opportunity to ask questions.

Attendance on this course can be used as an exemption from the requirement to attend Data Protection Essential Knowledge - Level 1 for candidates enrolling on the Practitioner Certificate in Data Protection Programme.

“Excellent content and delivery.”

Kate Scott
SJ Berwin LLP

“Very interactive and thought provoking.”

Kristina Brown
Forsters LLP

“Excellent.”

Kate Wright
Optima Legal

<p>The Trainer: Peter Carey, Charles Russell See the Trainer's biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Law Firm Practice Managers, Office Managers, Senior Partners, Managing Partners, Heads of HR, Compliance Officers, Heads of IT and Heads of Marketing.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Monday, 20 April 2015</p>



Data Sharing in the Public Sector

London

The government sees data sharing as an important tool to improve and personalise public services, fight crime, and tackle benefit fraud. Public bodies face regular dilemmas over whether to share data, to what extent, with whom, in what circumstances, and subject to what safeguards. This training course examines the key principles involved and answers the following questions:

- what are the benefits of data sharing, and how much should you share the personal data you hold?
- what are the challenges of data sharing in terms of maintaining public trust, and respecting personal privacy?
- what powers exist to share data?
- what are the conditions under which data may be shared? What restrictions exist, and which exemptions may apply?
- what do you tell those whose data are shared, and how do you respond to subject access requests from individuals?
- how do you write your own data sharing agreement, and what should it contain?
- what other arrangements need to be in place before you share data?

“ The course was very valuable and pertinent to the public sector! ”

Jacqui Rogers
Royal Military Police

“ Excellent course, knowledgeable tutor with excellent inter-personal skills, very engaging. I learnt a lot. ”

Teresa Gudge
HEFCE

“ The handbook will be very useful. ”

Emma Clarke
The Food and Environment Research Agency

“ Approachable and knowledgeable tutor. The case studies were very helpful. ”

David Higginson
Compliance Advisor
ING Direct

The session will also give delegates guidance on:

- the Information Commissioner’s Data Sharing Code of Practice
- Privacy Impact Assessments
- monetary penalties for serious breaches of the Data Protection Principles
- the impact on data sharing of the “non disclosure provisions” and exemptions under the DPA

This session enables those attending to understand how to approach the sharing of data in the public sector. It includes discussion of a number of practical ‘real life’ examples and the issues involved.

<p>The Trainer: Damien Welfare, Cornerstone Barristers See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Information Officers, Environmental Information Officers, Information Managers, Freedom of Information Officers, Records Management Officers, Information Lawyers, Environmental Lawyers, Legal Advisors, Consultants and advisors to private sector companies providing public services or exercising public functions, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Thursday, 09 July 2015</p>



How to Conduct a Data Protection Audit

London, Manchester and Edinburgh

Data protection compliance audits, or reviews, are invaluable for organisations in assessing their current state of data protection compliance. They can identify where the organisation is getting things right, as well as reveal where there are weaknesses which require action or changes to internal procedures.

The Information Commissioner’s Office (ICO) has recommended that regular compliance reviews are undertaken as part of ongoing internal management of data protection.

Compliance reviews can be conducted either internally or by external consultants. Either way, the person conducting the review should go about the task in the most efficient and effective way. This course offers practical guidance on conducting data protection audits/reviews, and covers:

- the purpose of data protection audits/reviews
- deciding what to review: how to identify the areas that are relevant
- undertaking the audit: guidance on the practical methodology as well as how, what and who to ask in relevant staff interviews
- determining whether audited processes meet both data protection requirements and internal policies/procedures
- what to look for when auditing arrangements with third party suppliers
- how to report the results of an audit and how to recommend any remedial action that is needed
- the ICO’s recommendations for conducting audits

Sample checklists and audit templates will be provided to delegates.

It is recommended that delegates attending this course have some existing knowledge of data protection. Those with no existing knowledge should attend Data Protection Essential Knowledge – Level 1 (page 6) before attending this course.

“ Case study very useful. Well run course, tutor explains concepts clearly. ”
Sandra Himmans
HSBC

“ All aspects of the course were excellent. Thank you very much! ”
Rick Chatfield
Civil Aviation Authority

“ Especially useful were the practical examples. ”
Gillian Dunn
Royal Air Force

“ Very good. ”
Sean Topping
PSNI

<p>The Trainer: Olivia Whitcroft, OBEP See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Information Officers, Compliance Officers, Human Resources Officers, In-house Lawyers, Company Secretaries, Risk Management Officers, Internal Audit staff, Information Security Officers and others (private or public sector).</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Friday, 05 June 2015 Manchester: Friday, 04 September 2015 Edinburgh: Thursday, 08 October 2015 London: Friday, 04 December 2015</p>



Conducting Privacy Impact Assessments

London, Manchester, Edinburgh and Belfast

Privacy Impact Assessments (PIAs) enable organisations to assess potential data protection and other privacy implications at the design stage of a new system or process. Such risks can be assessed and addressed within the development of the system or process, rather than being a “bolt-on” after implementation (when it may be too late to address all the concerns, at least without significant cost implications).

PIAs are recommended by data protection regulators, and they are a requirement in some sectors (for example, the Cabinet Office requires them to be undertaken within UK government departments). PIAs are an important part of the “privacy by design” culture, which forms part of the proposed new EU Data Protection Regulation.

Different approaches and levels of assessment can be undertaken depending on the nature of the system/process and the size of the organisation. This course gives practical guidance on conducting PIAs, and includes:

- what is a PIA, and when should one be carried out
- different types of privacy impact assessment, and which will be appropriate in different circumstances
- the relationship of conducting PIAs with other risk management activities (e.g. information security matters, other data protection reviews)
- legal and compliance issues to consider
- national regulators’ recommendations and guidance
- stages of a PIA and what to do in practice: preparation, consultation with stakeholders, documentation, review and audit.

<p>The Trainer: Olivia Whitcroft, OBEP See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>												
<p>Who should attend: Data Protection Officers, Information Officers, Compliance Officers, Human Resources Officers, In-house Lawyers, Company Secretaries, Risk Management Officers, Internal Audit staff, Information Security Officers and others (private or public sector).</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Belfast:</td> <td>Friday, 13 March 2015</td> </tr> <tr> <td>Manchester:</td> <td>Tuesday, 14 April 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 22 May 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 30 September 2015</td> </tr> <tr> <td>Edinburgh:</td> <td>Wednesday, 07 October 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 13 November 2015</td> </tr> </table>	Belfast:	Friday, 13 March 2015	Manchester:	Tuesday, 14 April 2015	London:	Friday, 22 May 2015	London:	Wednesday, 30 September 2015	Edinburgh:	Wednesday, 07 October 2015	London:	Friday, 13 November 2015
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Breach Management for the Public Sector

London and Manchester

NEW COURSE



Data protection law requires that all organisations have appropriate technical and organisational measures in place to prevent personal data being damaged, lost or stolen. No organisation is immune from data losses or breaches. The public sector is more prone to such breaches due to the volume and complexity of the data held and the number of data sources maintained for their varied functions. And in some instances they are obliged to report those breaches to the Information Commissioner’s Office. A data breach could damage an organisation’s reputation and its relationship with citizens and its staff. It is therefore important that all breaches are managed effectively.

This highly practical one day training course provides delegates with a ‘hands on’ approach to breach management and equips them with the necessary skills to minimise the damage that a breach can cause. It is much better to be prepared for a breach before it occurs than to face the impact of a breach without appropriate knowledge. The course content includes:

- what constitutes a data security breach
- assessing the nature and likely impact of the breach
- the immediate steps that may be necessary to contain and manage the breach
- handling notification of the breach, if needed
- preparing a recovery plan
- maintaining an audit trail
- assessing an appropriate response
- preparing a security breach risk assessment template
- the regulator’s powers

This training session is interactive, with plenty of opportunities for delegates to ask questions and discuss ‘real life’ scenarios.

<p>The Trainer: Rani Viknaraja, Southend Council See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Data Protection Officers, Freedom of Information Officers, Information Governance Professionals, Human Resources Managers, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Friday, 26 June 2015 London: Wednesday, 07 October 2015</p>



Data Security

London, Manchester, Edinburgh, Glasgow and Belfast

Data protection law requires that personal information be held and used securely. The law also requires that relevant security arrangements be put in place for all outsourcing arrangements. Recent headlines have shown that organisations are not doing enough to ensure the security of people’s personal information, both within the organisation and externally. It is not always obvious what measures should be taken by organisations to comply with the legal obligations.

This session examines the law as it relates to data security and the practical steps that organisations need to take to ensure compliance with their obligations. It concentrates on how to avoid a data security breach, as well as what can be done to mitigate the effects of a breach that does occur. It also considers the steps that must be taken when an organisation outsources operations, such as payroll, website hosting, digitisation of records, debt collection and waste management. The session considers lessons that must be learned by the fines that have been imposed by regulators. Key aspects of this session include:

- analysis of the underlying law including a detailed review of the data security obligations
- the latest guidance from regulators
- data security implications of using external contractors and outsourced service providers, as well as sub-contractors
- examination of the regulator’s power to issue fine organisations for security breaches and other legal and commercial consequences of such breaches
- managing a data security breach - law and best practice
- relevant information security standards, including ISO27001
- laptop encryption - when it is required
- informing individuals and notifying the regulator about data security breaches - what is required?
- confinement strategies to prevent further dissemination of lost or stolen data, as well as to mitigate fines

“Excellent”. ”
 Michaela Simmonds
 AmicusHorizon

“Very informative course. Interesting and helpful.”
 Emma Drew
 Canada Life

“Very useful and interesting course. Well presented.”
 Kevin Watts
 DVLA

<p>The Trainer: Phil Tompkins, Ward Hadaway See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>																		
<p>Who should attend: Data Protection Officers, IT Managers, Compliance Officers, Corporate Security Officers, legal advisers, persons responsible for risk management, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table> <tr> <td>London:</td> <td>Wednesday, 11 February 2015</td> </tr> <tr> <td>Belfast:</td> <td>Wednesday, 11 March 2015</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 25 March 2015</td> </tr> <tr> <td>Glasgow:</td> <td>Wednesday, 15 April 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 20 May 2015</td> </tr> <tr> <td>London:</td> <td>Friday, 25 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 09 October 2015</td> </tr> <tr> <td>Edinburgh:</td> <td>Friday, 23 October 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 11 November 2015</td> </tr> </table>	London:	Wednesday, 11 February 2015	Belfast:	Wednesday, 11 March 2015	Manchester:	Wednesday, 25 March 2015	Glasgow:	Wednesday, 15 April 2015	London:	Wednesday, 20 May 2015	London:	Friday, 25 September 2015	Manchester:	Friday, 09 October 2015	Edinburgh:	Friday, 23 October 2015	London:	Wednesday, 11 November 2015
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FOI Practical Training - Level 1 (Essential Knowledge) London, Manchester, Leeds and Belfast

Since the Freedom of Information Act 2000 came fully into force in 2005 we have experienced a fundamental change in the relationship between UK government and its citizens as government information has become more publicly accessible. Greater transparency is also a key policy of the Coalition Government, and in light of the deficit reduction programme there is an ever increasing public interest in how public money is spent. This has led to the publication of a wide range of public sector datasets and proposals to expand the Freedom of Information Act through the Protection of Freedoms Act. Information Officers are central to these developments and need to be fully aware of the Act and the impact of future changes to it.

This training session is designed to help those who are on the receiving end of requests for information and those who advise and assist them. The topics covered in this introductory level session include:

- an overview of the Freedom of Information Act, its structure, core provisions and changes implemented by the Protection of Freedoms Act
- the Government’s transparency programme and the ‘right to data’
- publication schemes and changes following the ICO’s consultation on revising publication schemes
- handling requests including administrative exemptions, timescales and requirements of refusal notices
- an overview of the exemptions and the public interest test
- understanding the Fees regime
- internal reviews, appeals and enforcement by the ICO
- inter-relationship with the Data Protection Act 1998, the Environmental Information Regulations 2004 and the Reuse of Public Sector Information Regulations 2005

There will be plenty of opportunity for discussion and delegates are encouraged to bring queries and questions to the session, which will be fully interactive.

“ Very practical approach. ”

Donna Birthwright
Office of Fair Trading

“ Every part of this course has been most helpful which I will take back and put into action “

Lisa Greathead
Hastings Borough Council

“ Excellent and knowledgeable tutor. Very good course and well communicated. ”

Andy Turton
Gambling Commission

<p>The Trainer: Estelle Dehon, Cornerstone Barristers See the Trainer’s biography on page 33</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p>																
<p>Who should attend: Freedom of Information Officers, Records Management Officers, Archivists, Data Protection Officers, Information Security Managers, Compliance Officers, Public and Private Sector Lawyers, Public Authorities, Legal Representatives, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr><td>London:</td><td>Monday, 19 January 2015</td></tr> <tr><td>Manchester:</td><td>Tuesday, 17 March 2015</td></tr> <tr><td>London:</td><td>Monday, 20 April 2015</td></tr> <tr><td>Leeds:</td><td>Tuesday, 30 June 2015</td></tr> <tr><td>London:</td><td>Monday, 14 September 2015</td></tr> <tr><td>Belfast:</td><td>Monday, 28 September 2015</td></tr> <tr><td>Manchester:</td><td>Tuesday, 20 October 2015</td></tr> <tr><td>London:</td><td>Monday, 16 November 2015</td></tr> </table>	London:	Monday, 19 January 2015	Manchester:	Tuesday, 17 March 2015	London:	Monday, 20 April 2015	Leeds:	Tuesday, 30 June 2015	London:	Monday, 14 September 2015	Belfast:	Monday, 28 September 2015	Manchester:	Tuesday, 20 October 2015	London:	Monday, 16 November 2015
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*The fee for both FOI Level 1 and FOI Level 2 booked together is £795 plus VAT



FOI Practical Training - Level 2 (Applying the Exemptions) London, Manchester, Leeds and Belfast

Public sector bodies must make daily decisions on how to respond to requests for information under the Freedom of Information Act 2000 and how to apply the exemptions in the Act. Those decisions are increasingly reviewed and, in many cases, overturned by the Information Commissioner, the Information Tribunal and the Courts. As case law develops and changes, public authorities need to ensure that they understand when the exemptions can be applied, and what they have to demonstrate to apply them correctly.

This training session considers in detail the practical application of the main FOI exemptions. Topics covered include:

- a detailed analysis of the key exemptions with reference to ICO, Tribunal and Court decisions including confidentiality, commercially sensitive information, effective conduct of public affairs, investigations, law enforcement, health and safety and legal privilege
- Section 40 and the inter-relationship with the Data Protection Act 1998
- other access regimes and application of Section 21 (Information Accessible by other Means) and Section 44 (Prohibitions)
- the duty to ‘confirm or deny’
- confidentiality, procurement and contracts including latest guidance and ICO and IT Decisions
- drafting robust Refusal Notices
- the appeals process and dealing with the Information Commissioner and the Information Tribunal

The day will consist of instruction on the legal provisions with reference to latest guidance and the key ICO and Tribunal decisions. There will be plenty of opportunity for discussion and delegates are encouraged to bring queries and questions to the session, which will be fully interactive.

It is not necessary to attend Level 1 in order to attend Level 2, but Level 2 delegates are expected to already have the basic knowledge of how FOI works in practice.

“ Excellent course! ”
Sue Connell
UKAEA

“ Very useful. ”
Lance Holden
HM Courts Service

“ Excellent materials and knowledge of tutor. ”
Colette Gill
Merseyside Waste Disposal Authority

<p>The Trainer: Liz Fitzsimons, Eversheds See the Trainer’s biography on page 33</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p>																
<p>Who should attend: Freedom of Information Officers, Records Management Officers, Archivists, Data Protection Officers, Information Security Managers, Compliance Officers, Public and Private Sector Lawyers, Public Authorities, Legal Representatives, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Tuesday, 20 January 2015</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 18 March 2015</td> </tr> <tr> <td>London:</td> <td>Tuesday, 21 April 2015</td> </tr> <tr> <td>Leeds:</td> <td>Wednesday, 01 July 2015</td> </tr> <tr> <td>London:</td> <td>Tuesday, 15 September 2015</td> </tr> <tr> <td>Belfast:</td> <td>Tuesday, 29 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 21 October 2015</td> </tr> <tr> <td>London:</td> <td>Tuesday, 17 November 2015</td> </tr> </table>	London:	Tuesday, 20 January 2015	Manchester:	Wednesday, 18 March 2015	London:	Tuesday, 21 April 2015	Leeds:	Wednesday, 01 July 2015	London:	Tuesday, 15 September 2015	Belfast:	Tuesday, 29 September 2015	Manchester:	Wednesday, 21 October 2015	London:	Tuesday, 17 November 2015
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*The fee for both FOI Level 1 and FOI Level 2 booked together is £795 plus VAT

FOI and Data Protection - How They Work Together

London, Manchester, Leeds and Belfast



The competing demands of Freedom of Information and Data Protection legislation in the UK present challenges for all public bodies involved in collecting, holding and disclosing personal information. Understanding the interface between Freedom of Information laws (including the Environmental Information Regulations 2004 (EIR)) and the Data Protection Act 1998 is essential for all those involved with information management in the public sector and those who advise them.

This session, which is designed for people who already work with FOI or data protection issues, explains the key principles underlying the differences between these important laws, including when personal data should and should not be released in response to subject access requests and FOI/EIR requests.

The session includes:

- knowing whether a request should be dealt with under the DPA or FOI law (or EIR)
- the latest thinking on determining what is personal data
- the interpretation and practical application of the personal data exemption
- the legal principles governing access to third party information
- applying relevant exemptions
- disclosing staff information to outside third parties
- analysing the practical implications of key decisions of the Commissioner and Information Rights Tribunal
- disclosing third party data of professionals in the fields of health, education and social work

This session enables delegates to understand how to manage requests for information, and to achieve best practice within their organisation.

Delegates who do not have a basic knowledge of FOI law are recommended to attend FOI Level 1 (page 24) before attending this course.

“ Excellent level of knowledge of speaker – very clearly explained. ”

Athena Pavlou
Financial Ombudsman Service

“ The relaxed style of delivery was excellent. ”

Susan Peart
SSSC

“ The case studies and examples were most useful. ”

Ian Boyes
Denise White
Eastbourne Borough Council

“ Fascinating and thought provoking – very good. ”

Jim Milner
DVLA

“ The course handbook is very useful. ”

Isabel Cherrett
University of Chichester

<p>The Trainer: Damien Welfare, Cornerstone Barristers See the Trainer’s biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>																
<p>Who should attend: Information Officers, Environmental Information Officers, Freedom of Information Officers, Data Protection Officers, Information Lawyers, Legal Advisors, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Wednesday, 21 January 2015</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 19 March 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 22 April 2015</td> </tr> <tr> <td>Leeds:</td> <td>Thursday, 02 July 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 16 September 2015</td> </tr> <tr> <td>Belfast:</td> <td>Wednesday, 30 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 22 October 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 18 November 2015</td> </tr> </table>	London:	Wednesday, 21 January 2015	Manchester:	Thursday, 19 March 2015	London:	Wednesday, 22 April 2015	Leeds:	Thursday, 02 July 2015	London:	Wednesday, 16 September 2015	Belfast:	Wednesday, 30 September 2015	Manchester:	Thursday, 22 October 2015	London:	Wednesday, 18 November 2015
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FOI in Scotland Glasgow

This training session is primarily aimed at those professionals within organisations that are required to administer requests under the Freedom of Information (Scotland) Act 2002, as well as those that are likely to be required in the future to comply or have opted to comply on a voluntary basis.

The session is particularly beneficial for individuals who deal with FOI issues on a day-to-day basis or at a management level, as the sessions focuses on the practical issues in compliance, and there will be plenty of opportunity to brainstorm issues and learn from the experiences of other organisations.

The session reviews and explains key decisions from the Scottish Information Commissioner, and where relevant, the UK Information Commissioner’s Office.

Amongst the topics that are considered in this sessions are the following:

- an introduction to FOI law and practice
- an analysis of the key exemptions, and how to use the exemptions in practice
- the main challenges in implementing FOI and guidance on how to meet those challenges
- dealing with the private sector
- the latest relevant decisions of the Scottish Information Commissioner and the UK Information Commissioner, including the implications of the *VisitScotland* case

Delegates should leave the session feeling confident to handle FOI requests.

“ Very useful, excellent. ”

Donald Maclean
Perth College

“ Very useful training, presented in a way that was easy to understand. Excellent trainer. ”

Stephanie Bungay
Cairngorms National Park Authority

“ Enjoyed the course, well delivered. ”

Narmeen Rehman
Scottish Ambulance Service

<p>The Trainer: Christine O’Neill, Brodies See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Freedom of Information Officers, Data Protection Officers, Records Managers, Commercial Lawyers, Information Lawyers, Information Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) Glasgow: 06 July 2015</p>



FOI and Data Protection in Scotland

Glasgow

It can sometimes be challenging to reconcile Freedom of Information and Data Protection laws. Understanding the interface between the Freedom of Information (Scotland) Act 2002 (which applies only in Scotland), the Environmental Information Regulations 2004 (which applies throughout the UK), and the Data Protection Act 1998 (which applies throughout the UK) is essential for all those involved with information management in the public sector.

This session, which is designed for people who already work with FOI or data protection issues, explains the key principles underlying the differences between these important laws, including when personal data should and should not be released in response to subject access requests and FOI/EIR requests.

The session includes:

- the latest thinking on determining what is personal data: guidance from the Information Commissioner and the Article 29 Working Party
- knowing whether a request should be dealt with under the DPA or FOI law (or EIRs)
- the interpretation and practical application of the personal data exemption
- the legal principles governing access to third party information
- applying the Data Protection Principles where relevant
- applying any relevant exemptions
- disclosing staff information to third parties
- analysing the practical implications of key decisions of the Commissioner and Tribunal
- disclosing third party data of professionals in the fields of health, education and social work

This session enables delegates to understand how to manage requests for information, and to achieve best practice within their organisation.

The day will be a mixture of presentation and practical exercises. There will be plenty of opportunity for questions.

Delegates who do not have a basic knowledge of Scottish FOI law are recommended to attend FOI in Scotland (page 27) before attending this course.

“ Interesting and well given training session. ”

Jane McCrorie
Royal Botanic Garden Edinburgh

“ I found the course very helpful. ”

Anne Marie Harbison
Thompsons Solicitors

“ It reinforced my learning taken from other PDP courses. ”

Paul Foy
Risk Management Authority

<p>The Trainer: Grant Campbell, Brodies See the Trainer’s biography on page 33</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Information Officers, Environmental Information Officers, Freedom of Information Officers, Data Protection Officers, Information Lawyers, Legal Advisors, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) Glasgow: Monday, 19 October 2015</p>



Understanding the Environmental Information Regulations

London, Manchester, Leeds and Belfast

The Environmental Information Regulations 2004 cover a wide range of information which has often been assumed to fall under the Freedom of Information Act.

The scope of EIR is not restricted just to 'green' subjects or information, but extends to land use, planning, transport, waste, energy, agriculture, housing development, public nuisance, and aspects of public health, food safety, buildings maintenance and cultural sites.

Public authorities and their advisors, and those contracting with the public sector or carrying out public functions, need to understand the scope of the Regulations in order to handle information requests correctly. This session explains the meaning and scope of the EIR. It examines in detail the boundary with FOI, based on decisions of the Information Commissioner and Information Rights Tribunal and on guidance from Defra; including the potential role of a remoteness test in limiting the range of information covered. It analyses the 'exceptions' and how to approach the public interest test.

The course equips practitioners to recognise and handle practical issues arising under the Regulations with confidence, and to avoid the pitfalls of dealing with information requests under the wrong regime. Topics covered include:

- definition and scope of environmental information
- application in the public and private sectors
- differences between EIR and FOI
- EIR exceptions, and how they compare with FOI exemptions
- requests involving personal data
- key decisions of the Information Commissioner and the Information Rights Tribunal
- charging
- best practice: EIR requests and the duty to disseminate information

The session enables delegates to handle Environmental Information with confidence.

“ Very well run course, very informative. ”

Alan Haycock
Solihull Care Trust

“ It gave me an excellent overview and understanding. I really enjoyed the atmosphere and discussion. ”

Christine Woodrow
HM Treasury

“ Very useful! ”

Jenny Brook Smith
South Bucks District Council

<p>The Trainer: Damien Welfare, Cornerstone Barristers See the Trainer's biography on page 34</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>																
<p>Who should attend: Information Officers, Environmental Information Officers, Information Managers, Freedom of Information Officers, Data Protection Officers, Information Lawyers, Environmental Lawyers, Legal Advisors, Consultants and Legal advisors to private sector companies providing public services or exercising public functions, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Thursday, 22 January 2015</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 20 March 2015</td> </tr> <tr> <td>London:</td> <td>Thursday, 23 April 2015</td> </tr> <tr> <td>Leeds:</td> <td>Friday, 03 July 2015</td> </tr> <tr> <td>London:</td> <td>Thursday, 17 September 2015</td> </tr> <tr> <td>Belfast:</td> <td>Thursday, 01 October 2015</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 23 October 2015</td> </tr> <tr> <td>London:</td> <td>Thursday, 19 November 2015</td> </tr> </table>	London:	Thursday, 22 January 2015	Manchester:	Friday, 20 March 2015	London:	Thursday, 23 April 2015	Leeds:	Friday, 03 July 2015	London:	Thursday, 17 September 2015	Belfast:	Thursday, 01 October 2015	Manchester:	Friday, 23 October 2015	London:	Thursday, 19 November 2015
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Records Management 1

London, Manchester, Newcastle, Cardiff, Glasgow and Belfast



Organisations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organisation. In many cases, appropriate data protection and FOI compliance will depend upon a good records management system.

This invaluable training session examines core concepts of good records management practice.

Records Management 1 is an introductory level session that provides delegates with a thorough grounding in the fundamentals of records management, including:

- introduction - basic concepts
- records management tools
- records lifecycle approach
- designing a file plan
- records destruction
- legal framework / compliance
- management of electronic records and email

Delegates are encouraged to share their own experiences at the session. The day will be a mixture of presentation and practical exercises. There will be plenty of opportunity for questions.

A discount is available for delegates booking both Records Management 1 and Records Management 2 - see below.

“ Very informative and gives new focus to records management tasks. ”

Rachel Macleod
Shetland Islands Council

“ I found the course very useful. Now to implement what I have learned at work. ”

Rhona Scott
Perth & Kinross Council

“ Excellent course. ”

Tonia Gabriel-Pidomson
Shell

“ Very helpful and thought provoking. Good to know that the problems I’m encountering are well-recognised. I’m not alone! ”

Carol McDivitt
Crown Office & Procurator Fiscal Service

“ The trainer’s knowledge was excellent. Thank you! ”

Emma-Louise Fren
Barclays

<p>The Trainer: John Wilson, JMW Mosaic See the Trainer’s biography on page 34</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p>																				
<p>Who should attend: Records Managers, Archivists, Office Managers, Information Managers, Data Protection Officers, Records Management Officers, Compliance Officers, Freedom of Information Officers, Company Secretaries, Administrators, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr><td>London:</td><td>Tuesday, 10 February 2015</td></tr> <tr><td>Manchester:</td><td>Wednesday, 04 March 2015</td></tr> <tr><td>Cardiff:</td><td>Wednesday, 11 March 2015</td></tr> <tr><td>Glasgow:</td><td>Wednesday, 29 April 2015</td></tr> <tr><td>Newcastle:</td><td>Wednesday, 20 May 2015</td></tr> <tr><td>London:</td><td>Wednesday, 10 June 2015</td></tr> <tr><td>London:</td><td>Tuesday, 08 September 2015</td></tr> <tr><td>Manchester:</td><td>Wednesday, 16 September 2015</td></tr> <tr><td>Belfast:</td><td>Wednesday, 21 October 2015</td></tr> <tr><td>London:</td><td>Tuesday, 24 November 2015</td></tr> </table>	London:	Tuesday, 10 February 2015	Manchester:	Wednesday, 04 March 2015	Cardiff:	Wednesday, 11 March 2015	Glasgow:	Wednesday, 29 April 2015	Newcastle:	Wednesday, 20 May 2015	London:	Wednesday, 10 June 2015	London:	Tuesday, 08 September 2015	Manchester:	Wednesday, 16 September 2015	Belfast:	Wednesday, 21 October 2015	London:	Tuesday, 24 November 2015
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*The fee for both Records Management 1 and Records Management 2 booked together is £795 plus VAT



Records Management 2

London, Manchester, Newcastle, Cardiff, Glasgow and Belfast

Organisations face increasing pressure to manage their records according to statutory and business requirements. As the use of electronic records and the deployment of electronic document and records management systems continue to increase, the core skills of the person responsible for records management become ever more important to the organisation.

This course will examine how to implement good records management practice.

- introduction - initiating a records management project
- records audit
- process mapping
- building a business classification scheme
- measuring performance
- EDRMS
- sustaining a records management programme

Delegates are encouraged to share their own experiences at the session. The day will be a mixture of presentation and practical exercises. There will be plenty of opportunity for questions.

Delegates electing to attend only the Records Management 2 course should have a knowledge of basic records management principles including classification, metadata and retention, which are covered in the Records Management 1 training course (see page 30).

A discount is available for delegates booking both Records Management 1 and Records Management 2 - see below.

“ Great handouts and useful folder to take away. ”

Emma Carroll
Home Office

“ All of it was extremely useful. ”

Claire de la Perrelle
Jersey Airport

“ Thanks, very helpful! ”

Yvonne Pascal
Acuity Management Solutions

“ Very knowledgeable tutor. ”

Nick Mitchell
Allen & Overy

<p>The Trainer: John Wilson, JMW Mosaic See the Trainer’s biography on page 34</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p>																				
<p>Who should attend: Records Managers, Archivists, Office Managers, Information Managers, Data Protection Officers, Records Management Officers, Compliance Officers, Freedom of Information Officers, Company Secretaries, Administrators, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Wednesday, 11 February 2015</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 05 March 2015</td> </tr> <tr> <td>Cardiff:</td> <td>Thursday, 12 March 2015</td> </tr> <tr> <td>Glasgow:</td> <td>Thursday, 30 April 2015</td> </tr> <tr> <td>Newcastle:</td> <td>Thursday, 21 May 2015</td> </tr> <tr> <td>London:</td> <td>Thursday, 11 June 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 09 September 2015</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 17 September 2015</td> </tr> <tr> <td>Belfast:</td> <td>Thursday, 22 October 2015</td> </tr> <tr> <td>London:</td> <td>Wednesday, 25 November 2015</td> </tr> </table>	London:	Wednesday, 11 February 2015	Manchester:	Thursday, 05 March 2015	Cardiff:	Thursday, 12 March 2015	Glasgow:	Thursday, 30 April 2015	Newcastle:	Thursday, 21 May 2015	London:	Thursday, 11 June 2015	London:	Wednesday, 09 September 2015	Manchester:	Thursday, 17 September 2015	Belfast:	Thursday, 22 October 2015	London:	Wednesday, 25 November 2015
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*The fee for both Records Management 1 and Records Management 2 booked together is £795 plus VAT

Practitioner Certificate in Data Protection

The Practitioner Certificate in Data Protection is the practical qualification for those who work in the fields of data protection and privacy.

The Programme

Individuals wishing to gain the qualification must complete the three elements of the Programme:

- 5 days face-to-face teaching
- study of course materials
- the Examination – held in London (June and December) and Glasgow (June only)



The tuition section of the Programme requires candidates to attend 4 one-day Compulsory Courses and 1 one-day Elective Course (see boxes below):

Compulsory Courses candidates must attend all 4 courses	Elective Courses candidates must choose 1 course
<ul style="list-style-type: none"> ■ Data Protection Essential Knowledge - Level 1 (page 6) ■ Data Protection Essential Knowledge - Level 2 (page 7) ■ Handling Subject Access Requests (page 8) ■ Data Security (page 21) 	<ul style="list-style-type: none"> ■ Data Protection in the Workplace (page 9) ■ International Data Transfers – Overcoming the Limitations (page 11) ■ Conducting Privacy Impact Assessments (page 19)

Each course is held in several cities at various times of the year. An exemption from the requirement to attend Data Protection Essential Knowledge - Level 1 is available to candidates who already possess a sufficient level of knowledge of the basics of data protection. Candidates wishing to apply for the exemption must submit a letter signed by their current or previous employer stating that they have worked in the field of data protection for at least two years.

Candidates who have already attended any of the Compulsory or Elective courses are not required to attend them again – a discount will be applied to the Programme fee.

“ This qualification is the foundation for supporting my colleagues across the diverse business areas. ”

Linda Downey
Prudential

“ I am very pleased to have completed the Practitioner Certificate in Data Protection. ”

Paul Finnegan
Irwin Mitchell LLP

“ Informative and enjoyable, the Programme has increased my knowledge and understanding of data protection, benefiting my organisation, its customers and partners. ”

Lesley Gauld
Fife Council

The syllabus for the Practitioner Certificate in Data Protection Programme has been designed in consultation with the Information Commissioner’s Office and the Programme is accredited by The Law Society and The Bar Council

For more information please visit
www.dataprotectionqualification.com

Practitioner Certificate in Data Protection Residential Programme

The Practitioner Certificate in Data Protection Residential Programme provides candidates with the opportunity to attend the five components of the Programme over four consecutive days in a hotel setting.

The Programme:

Candidates choosing the Practitioner Certificate in Data Protection Residential Programme complete the same training as for the standard Programme, but with the following additional benefits:

- training over four consecutive days (Wednesday to Saturday) instead of five, minimising time away from work
- a comfortable four star hotel venue, equipped with a gymnasium, pool, and spa facilities, with each candidate having their own bedroom
- convenient location, only 20 miles from London, in a countryside setting providing peaceful surroundings in which to study
- accommodation, breakfast, lunch and dinner included in the Programme fee

Tuesday	Candidates arrive (evening)	<i>Includes welcome dinner and drinks reception</i>
Wednesday	Tuition (10am - 4pm)	<i>Includes breakfast, lunch and dinner</i>
Thursday	Tuition (10am - 4pm)	<i>Includes breakfast, lunch and dinner</i>
Friday	Tuition (9.30am to 5.30pm)	<i>Includes breakfast, lunch and dinner</i>
Saturday	Tuition (10am to 3.00pm)	<i>Includes breakfast and lunch</i>

Upcoming Residential Programme dates:

- Wednesday 22nd to Saturday 25th April 2015
- Wednesday 4th to Saturday 7th November 2015
(for 2016 dates, please visit the website)



The syllabus for the Practitioner Certificate in Data Protection Programme has been designed in consultation with the Information Commissioner's Office and the Programme is accredited by The Law Society and The Bar Council

For more information please visit
www.dataprotectionqualification.com

Practitioner Certificate in Freedom of Information

The **Practitioner Certificate in Freedom of Information** is the practical qualification for those who work in the fields of freedom of information and environmental information.

The Programme

Individuals wishing to gain certification must complete the three elements of the Programme:

- 4 days face-to-face teaching
- study of course materials
- the Examination - held each June and December in London



The tuition section of the Programme requires candidates to attend 4 one-day Compulsory Courses (see boxes below):

Compulsory Courses candidates must attend all 4 courses	
<ul style="list-style-type: none"> ■ FOI Practical Training - Level 1 (Essential Knowledge) (page 22) ■ FOI Practical Training - Level 2 (Applying the Exemptions) (page 23) 	<ul style="list-style-type: none"> ■ FOI and Data Protection - How They Work Together (page 24) ■ Understanding the Environmental Information Regulations (page 27)

Each course is held in several cities at various times of the year.

Candidates who have already attended any of the training courses are not required to attend them again - a discount will be applied to the Programme fee.

“ I’m thrilled to have gained this qualification. ”

Angela Sanderson
Big Lottery Fund

“ The Practitioner’s Certificate has equipped me with the knowledge and confidence to undertake my role. ”

Kim Starbuck
London Borough of Barking and Dagenham

“ A very worthwhile qualification which I wholeheartedly recommend to colleagues. ”

Barbara Tyldesley
The Environment Agency

This qualification has been devised in consultation with the Information Commissioner’s Office, and is accredited by The Law Society

For more information please visit
www.foiqualification.com

PDP Trainers



Sally Annereau is a Data Protection Analyst at Taylor Wessing. She has 20 years experience of providing advice on data protection, including six years working at the Information Commissioner's Office.

Sally regularly drafts internal data protection policies for large clients, and drafts and advises on global policies for use by organisations located across multiple jurisdictions.

Sally has contributed a chapter to the Law Society's *Data Protection Handbook*, and is the co-author of the data protection chapter of Sweet & Maxwell's *Practical Commercial Precedents*.



Grant Campbell is a Partner at Brodies LLP, where he leads the firm's non-contentious information law practice, recognised by the Legal 500 for its 'competitive edge'. Grant is an expert in data protection law and advises a wide range of public and private sector clients on all aspects of data protection compliance at both micro and macro organisational level.

Grant speaks regularly on data protection and freedom of information and contributes expert commentaries to the broadcast media on the data protection implications of current affairs. He is a contributing author to *Privacy & Data Protection* and *Freedom of Information*.



Peter Carey is a Solicitor and Consultant to London law firm, Charles Russell and a Visiting Fellow at the London School of Economics. He is described by the British Computer Society as 'one of the UK's leading data protection experts.'

Peter has written the UK's leading book on data protection (*Data Protection - a practical guide to UK and EU law - 3rd Ed.* Oxford University Press). He advises on all aspects of data protection compliance.

Peter has gained a reputation for being a lively and motivating speaker. He regularly speaks at major data protection conferences and he is an acknowledged and accomplished professional speaker and trainer. Peter is also the Head of the Examination Board for the Practitioner Certificate in Data Protection.



Estelle Dehon is a public law barrister practising at Cornerstone Barristers. She works across a wide range of areas (including information law, community care, and planning and environmental law), and is a member of the Attorney-General's C Panel. Estelle's information law practice entails providing advice

and advocacy in matters concerning freedom of information, data protection and environmental information. She has experience of appearing before the First-Tier Tribunal (Information Rights) and experience of pursuing and resisting damages claims in the High Court alleging breaches of the Data Protection Act.

Estelle is also experienced in providing training in information law, including having jointly run a workshop for journalists at a national

newspaper on the use of the Freedom of Information Act and the Environmental Information Regulations in investigative journalism. She is a contributor to Coppel's Information Rights (4th edn), having co-authored the chapter on "The Influence of the European Convention on Human Rights".



Liz Fitzsimons is a Senior Associate at Eversheds specialising in data protection and freedom of information. She works for a wide range of clients, both public and private sector, including in the education, health, transport, energy and government arenas. Liz has experience in helping clients with complex

and sensitive information requests, internal appeals, defending complaints to the ICO and working with the Information Tribunal. She has advised on publication schemes, FOI planning and strategy, contractual provisions and negotiations, confidentiality arrangements and related data rooms, policies and procedures. Liz also advises on EIR issues.



Richard Jones is the Director of Data Privacy at the global law firm Clifford Chance. He is based in London and coordinates the firm's global data privacy and management practice. Richard specialises in data protection and other similar projects which raise issues across multiple jurisdictions and / or legal or regulatory areas and has a particular focus on work in the financial services sector. Richard is co-author of the data protection chapter of Sweet & Maxwell's *Encyclopaedia of Employment Law* and a regular contributor of articles to *Privacy & Data Protection*.



Christine O'Neill is a Partner at Brodies LLP. She has an established practice in public and administrative law. She has particular expertise in freedom of information, data protection and regulation of investigatory powers.

As a litigator, Christine has been involved in a number of court actions involving FOI in Scotland, and she advises several public authorities on a range of FOI matters. Christine is a regular and experienced contributor to conferences and training on FOI issues.



Stephanie Pritchett is a Solicitor and Principal of Pritchetts, a specialist data protection and privacy law firm. She advises a wide range of both private and public sector clients on all aspects of data protection, freedom of information and privacy law. This has included advising on data protection and data retention

audits, implementing internal compliance programmes and policies, compliant transfer of data in and outside the EEA, buying and selling of databases, marketing and website compliance, data security, use of CCTV and dealing with subject access requests as well as on the interaction between FOI and data protection legislation. Stephanie is an experienced speaker and trainer.



Keith Read is an award-winning thought leader and expert in compliance, ethics and governance. He was formerly the Group Director of Compliance and Ethics for BT (British Telecom) in London and is a past winner of the Compliance Register's Best Compliance Officer award, when he also won the Best Compliance Company award. He was subsequently the subject of a full-page Daily Telegraph national press article - 'Compliance and Science'.



Sian Rudgard is Of Counsel at Hogan Lovells, having previously worked as a Solicitor at the Information Commissioner's Office. Sian advises clients in both the public and private sector on a wide range of data protection and freedom of information issues with a particular focus on global compliance solutions. Sian is a regular and experienced contributor to conferences and training on data protection and freedom of information.



Phil Tompkins is a Partner at Ward Hadaway and his practice area includes information law and IT law. Phil advises various private and public sector clients on all aspects of data protection law including data security and other data protection compliance issues. He has devised and helped implement data protection compliance programmes including audits, advised on complex data subject access requests, advised businesses on the sale and use of databases and drafted data protection policies and procedures. Phil frequently advises businesses in relation to data protection aspects of using third party processors, including in relation to outsourcing deals. He has advised businesses in relation to data security breaches including liaison with the ICO.



Eduardo Ustaran is a Partner at Hogan Lovells advising international clients, including leading FTSE 100 companies, on the adoption of global data protection compliance strategies. Eduardo wrote the data exports chapter of the Law Society's Data Protection Handbook and is co-author of the book *E-Privacy and Online Data Protection*.

He is a regular contributor of articles to *Privacy & Data Protection*.



Rani Viknaraja is the corporate data protection lead in Southend Council and has recently set up her own consultancy. She has several years of extensive hands on experience of providing advice on all aspects of data protection. Her wide range of practical experience includes developing procedures and policies, training staff and producing training material, processing complex and sensitive subject access requests, handling and responding to complaints from the regulator, audit preparation, breach management and information sharing.

Having also worked at the Office of the Deputy Prime Minister, Rani developed a wealth of experience and skills in commissioning policies for Ministers. Rani has contributed a chapter to Springer's Beyond Data Protection and has also produced a Pocket Book for beginners in Data Protection which is soon to be published. She is an experienced speaker and trainer and is also a member of the Data Protection Academy Advisory Board of Malaysia.



Damien Welfare is a Barrister at Cornerstone Barristers. He specialises in information law, including freedom of information, data protection, and the Environmental Information Regulations (of which he has made a special study), and local government law.

Damien appears in the Information Rights Tribunal, advises on a wide range of EIR, FOI and data protection issues, and regularly addresses conferences and seminars on these topics. Damien is Head of the Editorial Board of *Freedom of Information*, and contributes articles on FOI and EIR topics, as well as a regular update of ICO decisions.



Olivia Whitcroft led the data protection practice at PricewaterhouseCoopers Legal LLP for several years before setting up her own specialist firm. Olivia specialises in all aspects of data protection compliance, including conducting compliance audits and reviews, drafting data protection policies, contracts and frameworks, and advising on compliance and good practice.

Olivia has worked on projects across a wide range of industries including financial services, media, technology, retail, education and the public sector. She has advised both large multinationals and small UK companies alike, each benefitting from her experience of understanding and addressing the different needs of businesses of different sizes, and at different stages in their evolution.

Olivia is a Member of the Examination Board for the Practitioner Certificate in Data Protection.



John Wilson has worked as an information professional for over 35 years, and since 1994 he has worked as an independent trainer and consultant specialising in information management with particular emphasis on knowledge sharing, document and records management, indexing and taxonomy. John has developed and delivered many training courses on information and records management in Europe and the Middle East, and has undertaken consultancy projects for clients in a wide range of sectors including central and local government, banking, energy, biotechnology and utilities. John has worked in both the public and private sectors and was Head of Information Services with BP Exploration before re-training as an in-house information management consultant with BP.

In-House Training Solutions

Effective training will improve the productivity of your employees, making your business compliant and competitive

PDP In-House Training provides tailored training solutions delivered at a location of your choice. Whether you need training in data protection, FOI compliance, records management skills, anti-money laundering or bribery, we can develop a course to fit your needs.

All PDP's training courses shown on the pages of this catalogue can be provided for your staff at your own premises or at a location of your choice. Additionally, we can tailor or create a course to suit the exact needs of your organisation.

The advantages of in-house training

Choosing an in-house version of one of our training courses will be more economical where several members of your staff will be attending the session. You also benefit from having a PDP Trainer 'to yourselves' for the day, at your own premises – the Trainer can confidentially answer questions relating to the specific compliance needs of your organisation.

Choosing an in-house training solution means that you are in control of the schedule – you choose the start time and duration of the session to suit your needs.

A further advantage of choosing an in-house training session is that your staff will not incur the travel costs associated with attending a 'public' session.

Quality training

The same Trainers who provide PDP's public courses also provide the in-house sessions, so you are assured of the same high quality course leaders who are not only experts in their field but also highly accomplished Trainers.

Contact details

For more information on PDP's in-house training options, and to obtain a quote, please contact the In-House team:

Five easy ways to book In-House Training:	Telephone:	+44 (0) 20 7014 3399
	Fax:	+44 (0) 870 137 7871
	Email:	inhouse@pdptraining.com
	Post:	PDP 03-09 Canterbury Court Kennington Park London SW9 6DE United Kingdom
	Web:	www.pdptraining.com

- Nationwide Building Society*
- IBM*
- Nutrition Point*
- The British Council*
- Science & Technologies*
- Facilities Council*
- Mid & West Wales Fire*
- Accenture*
- The Charity Commission*
- Ashurst*
- Maidstone Borough Council*
- Lidl*
- Bolton Primary Care Trust*
- The Rent Service*
- Health Protection Agency*
- EMB*
- Newcastle under Lyme*
- Borough Council*
- Bank of Scotland*
- Signet*
- Cadwalader*
- London Borough of Barnet*
- First ScotRail*
- Cinema & Television*
- Benevolent Fund*
- Allen & Overy*
- Nuclear Decommissioning Authority*
- The Attorney General's Office*
- Severn Trent*
- Pfizer*
- Linklaters*
- Kensington & Chelsea*
- Borough Council*
- Bryanston School*
- Royal Sun Alliance*
- Cairngorms National Park Authority*
- Europol*
- Federation of Master Builders*
- RSPCA*

Please fill in the form below and fax or post it to book your place/s:

Discount: 10% discount for second delegate, 15% discount for third and subsequent delegates on the same course and the same date

Delegates' Details:

1

Title: _____ **Name:** _____

Organisation: _____

Position: _____

Email: _____

Telephone: _____

Address: _____

Name of Course: _____

Date of Course: _____

2

Title: _____ **Name:** _____

Position: _____

Email: _____

Name of Course: _____

Date of Course: _____

3

Title: _____ **Name:** _____

Position: _____

Email: _____

Name of Course: _____

Date of Course: _____

For additional delegates, please copy the form, call or book online

Invoice details (if different) or purchase order number (if needed)

Payment

- I enclose a cheque for £_____ Please make cheque payable to "PDP"
- Please send me an invoice

News updates

PDP sends compliance news updates to its customers by email newsletter, as well as the occasional hard copy mailing on courses and events.

- Tick this box if you do not wish to receive this information

Terms

Bookings are made subject to our terms, which can be found at www.pdptraining.com/terms

Unable to attend?

- Please send me the course papers for £125 plus VAT per course.

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Available courses

- Breach Management for the Public Sector
- Bribery Level 1: Essential Knowledge
- Bribery Level 2: Implementing the Culture Change
- Conducting Privacy Impact Assessments
- Creating Data Protection Policies
- Data Protection Compliance for Charities
- Data Protection Compliance for Law Firms
- Data Protection Essential Knowledge – Level 1
- Data Protection Essential Knowledge – Level 2
- Data Protection in Financial Services
- Data Protection in the Workplace
- Data Security
- Data Sharing in the Public Sector
- Direct Marketing – Legal Risks and How to Overcome Them
- FOI and Data Protection – How They Work Together
- FOI in Scotland
- FOI Practical Training – Level 1 (Essential Knowledge)
- FOI Practical Training – Level 2 (Applying the Exemptions)
- Handling Subject Access Requests
- How to Conduct a Data Protection Audit
- International Data Transfers – Overcoming the Limitations
- Records Management 1
- Records Management 2
- Training Staff in Data Protection
- Understanding the Environmental Information Regulations

Booking form for Standard Programme only

Please fill in the form below and fax or post it to book your place/s:

For additional candidates, please photocopy this form or apply online.

Candidate Details:

Title: _____ **Name:** _____
 Organisation: _____
 Position: _____
 Email: _____
 Telephone: _____
 Address: _____

Invoice details (if different)

Purchase order number (if needed)

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Compulsory courses – fill in date for each course*

Data Protection Essential Knowledge – Level 1

Date: _____

Data Protection Essential Knowledge – Level 2

Date: _____

Data Security

Date: _____

Handling Subject Access Requests

Date: _____

Elective courses – fill in one date only*

Data Protection in the Workplace

Date: _____

International Data Transfers - Overcoming the Limitations

Date: _____

Conducting Privacy Impact Assessments

Date: _____

* if you are exempt from attending Data Protection Essential Knowledge – Level 1 and/or if you have previously attended any of the courses, please tick the relevant boxes below:

Exemption (if applicable)

- I am exempt from attending Data Protection Essential Knowledge – Level 1 (please supply us with details)

Courses already taken (if applicable)

- Data Protection Essential Knowledge – Level 1
- Data Protection Essential Knowledge – Level 2
- Data Security
- Handling Subject Access Requests
- Data Protection in the Workplace
- International Data Transfers – Overcoming the Limitations
- Conducting Privacy Impact Assessments

Preferred exam date

- Friday, 12th June 2015 – London and Glasgow
- Monday, 14th December 2015 – London
- Friday 17th June 2016 – London and Glasgow
- Friday, 9th December 2016 - London

Booking form for Residential Programme only

Please fill in the form below and fax or post it to book your place/s:

For additional candidates, please photocopy this form or apply online.

Candidate Details:

Title: _____
Name: _____
Organisation: _____
Position: _____
Email: _____
Telephone: _____
Address: _____

Additional Candidates:

Title: _____
Name: _____
Position: _____
Email: _____

Title: _____
Name: _____
Position: _____
Email: _____

Additional candidates booked at the same time receive 10% discount

Invoice details (if different)

Purchase order number (if needed)

Five easy ways to book

Telephone: +44 (0) 20 7014 3399
Fax: +44 (0) 870 137 7871
Email: bookings@pdptraining.com
Post: PDP
03-09 Canterbury Court
Kennington Park
London
SW9 6DE
United Kingdom
Website: www.pdptraining.com

Residential dates

Please select the Residential you wish to attend:

- Wednesday 22nd to Saturday 25th April 2015
- Wednesday 4th to Saturday 7th November 2015

Elective Courses – select one course only

- Data Protection in the Workplace
- International Data Transfers – How to Overcome the Limitations
- Conducting Privacy Impact Assessments

Preferred exam date

- Friday, 12th June 2015 – London and Glasgow
- Monday, 14th December 2015 – London
- Friday 17th June 2016 – London and Glasgow
- Friday, 9th December 2016 - London

Payment

- I enclose a cheque for £_____ Please make cheque payable to “PDP”
- Please send me an invoice

News updates

PDP sends compliance news updates to its customers by email newsletter, as well as the occasional hard copy mailing on courses and events.

- Tick this box if you do not wish to receive this information

Terms

Bookings are made subject to our terms, which can be found at www.pdptraining.com/terms

Please fill in the form below and fax or post it to book your place/s:

For additional candidates, please photocopy this form or apply online.

Candidate Details:

Title: _____ **Name:** _____
Organisation: _____
Position: _____
Email: _____
Telephone: _____
Address: _____

Invoice details (if different)

Purchase order number (if needed)

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News updates

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 Tick this box if you do not wish to receive this information

Compulsory courses – fill in date for each course

Freedom of Information Practical Training - Level 1 (Essential Knowledge)
Date: _____

Freedom of Information Practical Training - Level 2 (Applying the Exemptions)
Date: _____

FOI and Data Protection - How They Work Together
Date: _____

Understanding the Environmental Information Regulations
Date: _____

Courses already taken (if applicable)

- Freedom of Information Practical Training - Level 1 (Essential Knowledge)
- Freedom of Information Practical Training - Level 2 (Applying the Exemptions)
- FOI and Data Protection - How They Work Together
- Understanding the Environmental Information Regulations

Preferred exam date

- Friday, 12th June 2015
- Monday, 14th December 2015
- Friday, 17th June 2016 – London
- Friday, 9th December 2016 - London

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