

Training & Qualifications Catalogue 2020

The UK's leading Training Courses and Qualifications
for Information Compliance Professionals

GDPR
Data Protection
Cybersecurity
Freedom of Information
Records Management

Courses are accredited by the
Law Society and the Bar Council

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**
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, or high quality dedicated training venues, in central city locations, with lunch included for all delegates
- **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 40
- **Certificate of attendance**
delegates are issued with a certificate of attendance on request

Four easy ways to book PDP Training courses:

Telephone:

+44 (0) 20 7014 3399

Email:

bookings@pdptraining.com

Post:

PDP
03-19 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

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Data Protection Essential Knowledge Level 1



Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**

This course is an introductory level course 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, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, examines core concepts of practical data protection compliance, including:

- how to lawfully collect data – transparency and accountability requirements
- what can and cannot be done with staff information and customer information
- introduction to all data protection principles
- introduction to 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 purposes
- the rules that apply to using special categories of personal data (e.g. medical and health information, genetic data, information on sexual orientation, ethnicity data)
- 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

A discount is available for delegates booking both Data Protection Essential Knowledge - Level 1 and Data Protection Essential Knowledge - Level 2 - see below.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

<p>Course Trainers: John Fitzsimons, Barrister, Cornerstone Barristers Robert Bond, Partner, Bristows Stephanie Pritchett, Solicitor and Principal, Pritchetts See Trainers' biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</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>London: Monday, 13 January 2020 Bristol: Monday, 10 February 2020 Manchester: Monday, 02 March 2020 Glasgow: Monday, 16 March 2020 Isle of Man: Monday, 30 March 2020 Belfast: Monday, 20 April 2020 Jersey: Monday, 27 April 2020 London: Monday, 11 May 2020 Cardiff: Monday, 06 July 2020 London: Monday, 13 July 2020 Belfast: Monday, 14 September 2020 London: Monday, 21 September 2020 Bristol: Monday, 28 September 2020 Brussels: Monday, 12 October 2020 Manchester: Monday, 26 October 2020 Edinburgh: Monday, 09 November 2020 London: Monday, 16 November 2020</p>
<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only) *The fee for both Levels 1 & 2 booked together is £895 + VAT.</p>	

Data Protection Essential Knowledge Level 2



Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**

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, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, provides a thorough grounding in the following important aspects of data protection practice:

- transferring data to third parties - the legal requirements for transferring data between organisations
- data retention - the restrictions on keeping data, and how to establish a retention schedule
- the main exemptions, including 'crime and tax' and 'disclosures required by law'
- the role and powers of the data protection regulator, including the circumstances where fines can be imposed
- an introduction to when Data Protection Impact Assessments must be carried out

The Level 2 course is designed as a natural progression from Data Protection Essential Knowledge - Level 1, although attending Data Protection Essential Knowledge - Level 1 is not a pre-requisite to attending the Level 2 session unless you are a complete beginner to data protection.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

“ 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>Course Trainers: John Fitzsimons, Barrister, Cornerstone Barristers Stephanie Pritchett, Solicitor and Principal, Pritchetts See Trainers' biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</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>London: Tuesday, 14 January 2020 Bristol: Tuesday, 11 February 2020 Manchester: Tuesday, 03 March 2020 Glasgow: Tuesday, 17 March 2020 Isle of Man: Tuesday, 31 March 2020 Belfast: Tuesday, 21 April 2020 Jersey: Tuesday, 28 April 2020 London: Tuesday, 12 May 2020 Cardiff: Tuesday, 07 July 2020 London: Tuesday, 14 July 2020 Belfast: Tuesday, 15 September 2020 London: Tuesday, 22 September 2020 Bristol: Tuesday, 29 September 2020 Brussels: Tuesday, 13 October 2020 Manchester: Tuesday, 27 October 2020 Edinburgh: Tuesday, 10 November 2020 London: Tuesday, 17 November 2020</p>
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Data Security

Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**



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. News headlines consistently show 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, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, 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 fines 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

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

<p>Course Trainers: Phil Tompkins, Partner, Ward Hadaway John Fitzsimons, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</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>London: Wednesday, 15 January 2020 Bristol: Wednesday, 12 February 2020 Manchester: Wednesday, 04 March 2020 Glasgow: Wednesday, 18 March 2020 Isle of Man: Wednesday, 01 April 2020 Belfast: Wednesday, 22 April 2020 Jersey: Wednesday, 29 April 2020 London: Wednesday, 13 May 2020 Cardiff: Wednesday, 08 July 2020 Belfast: Thursday, 16 July 2020 London: Wednesday, 23 September 2020 Bristol: Wednesday, 30 September 2020 Brussels: Wednesday, 14 October 2020 Manchester: Wednesday, 28 October 2020 Edinburgh: Wednesday, 11 November 2020 London: Wednesday, 18 November 2020</p>
<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>	

Handling Subject Access Requests

Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**



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.

This practical training session, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, 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 including how to redact documents
- managing dissatisfied recipients
- how to deal with an investigation
- staff awareness and training

“ 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

Participants in this session work through a number of practical scenarios and will leave the session knowing how to respond to access requests as well as how to set up an effective SAR handling process in their organisation.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

<p>Course Trainers: Alison Deighton, Director, HelloDPO Jenai Nissim, Director, HelloDPO Olivia Whitcroft, Solicitor, OBEP See Trainers' biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 16 January 2020 Bristol: Thursday, 13 February 2020 Manchester: Thursday, 05 March 2020 Glasgow: Thursday, 19 March 2020 Isle of Man: Thursday, 02 April 2020 Belfast: Thursday, 23 April 2020 Jersey: Thursday, 30 April 2020 London: Thursday, 14 May 2020 Cardiff: Thursday, 09 July 2020 Belfast: Thursday, 17 September 2020 London: Thursday, 24 September 2020 Bristol: Thursday, 01 October 2020 Brussels: Thursday, 15 October 2020 Manchester: Thursday, 29 October 2020 Edinburgh: Thursday, 12 November 2020 London: Thursday, 19 November 2020</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>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>	

Data Protection in the Workplace

Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**



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 course, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, 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 and 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 she investigates

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

<p>Course Trainers: Alison Deighton, Director, HelloDPO Peter Given, Legal Director, Womble Bond Dickinson See Trainers' biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</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>London: Friday, 17 January 2020 Bristol: Friday, 14 February 2020 Manchester: Friday, 06 March 2020 Glasgow: Friday, 20 March 2020 Isle of Man: Friday, 03 April 2020 Belfast: Friday, 24 April 2020 Jersey: Friday, 01 May 2020 London: Friday, 15 May 2020 Cardiff: Friday, 10 July 2020 Belfast: Friday, 18 September 2020 London: Friday, 25 September 2020 Bristol: Friday, 02 October 2020 Brussels: Friday, 16 October 2020 Manchester: Friday, 30 October 2020 Edinburgh: Friday, 13 November 2020 London: Friday, 20 November 2020</p>
<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>	

International Data Transfers – Overcoming the Limitations



Courses take place in: **London, Manchester, Belfast, Glasgow & Brussels**

EU data protection law restricts the transfer of personal information to countries outside the European Economic Area that do not have an ‘adequate level of data protection’. This restriction is entirely at odds with the way in which organisations operate in today’s world, and presents a challenge for international commerce, 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, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the consequences of Brexit, addresses all of the practical questions affecting international transfers of personal data such as:

- what amounts to a transfer of personal data?
- what are the methods of ensuring that transfers are lawful?
- which is the best method to use for the foreign outsourcing of functions such as website hosting, IT maintenance and call centres?
- how will I ensure that my organisation is lawfully using ‘cloud’ providers?
- how do Binding Corporate Rules work and how would I go about obtaining approval?
- what is the “Privacy Shield”, and how can I use it to legalise transfers of data from the EU to the United States?
- how and when can we use consent to justify international transfers?
- what is the right approach to adopt in my organisation’s particular case?

Delegates will acquire the knowledge necessary to determine the most effective method for ensuring the legality of international transfers in any given circumstance.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

<p>Course Trainers: Sian Rudgard, Counsel, Hogan Lovells Dan Whitehead, Senior Associate, Hogan Lovells See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Glasgow:</td> <td>Friday, 20 March 2020</td> </tr> <tr> <td>London:</td> <td>Friday, 15 May 2020</td> </tr> <tr> <td>Belfast:</td> <td>Friday, 18 September 2020</td> </tr> <tr> <td>London:</td> <td>Friday, 25 September 2020</td> </tr> <tr> <td>Brussels:</td> <td>Friday, 16 October 2020</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 30 October 2020</td> </tr> <tr> <td>London:</td> <td>Friday, 20 November 2020</td> </tr> </table>	Glasgow:	Friday, 20 March 2020	London:	Friday, 15 May 2020	Belfast:	Friday, 18 September 2020	London:	Friday, 25 September 2020	Brussels:	Friday, 16 October 2020	Manchester:	Friday, 30 October 2020	London:	Friday, 20 November 2020
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Conducting Data Protection Impact Assessments



Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast, Jersey, Isle of Man and Brussels**

Data Protection Impact Assessments (DPIAs) 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).

DPIAs are recommended by data protection regulators, and they are a requirement in some sectors. DPIAs are an important part of the “privacy by design” culture, and they will be mandatory under the General 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 DPIAs, and includes:

- what is a DPIA, and when should one be carried out
- national regulators’ recommendations and guidance
- stages of a DPIA and what to do in practice: initial assessment, preparation, information flows, consultation with stakeholders, analysis, documentation
- the relationship between conducting PIAs with other risk and project management activities (e.g. other risk assessments, data protection audits)
- legal and compliance issues to consider

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 33).

“ Really good course. Has made a dry and daunting area very accessible and achievable. ”

Dan Howarth
Cheshire & West Chester Council

“ The trainer provided excellent examples of the application of PIAs in practice. ”

Anne Magee
NI Housing Executive

“ The trainer had great in-depth knowledge on the subject. Kept me fully engaged throughout the course. ”

Michael Thompson
LPS

<p>Course Trainers: Alison Deighton, Director, HelloDPO Jenai Nissim, Director, HelloDPO Olivia Whitcroft, Solicitor, OBEP See Trainers’ biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr><td>London:</td><td>Friday, 17 January 2020</td></tr> <tr><td>Bristol:</td><td>Friday, 14 February 2020</td></tr> <tr><td>Manchester:</td><td>Friday, 06 March 2020</td></tr> <tr><td>Glasgow:</td><td>Friday, 20 March 2020</td></tr> <tr><td>Isle of Man:</td><td>Friday, 03 April 2020</td></tr> <tr><td>Belfast:</td><td>Friday, 24 April 2020</td></tr> <tr><td>Jersey:</td><td>Friday, 01 May 2020</td></tr> <tr><td>London:</td><td>Friday, 15 May 2020</td></tr> <tr><td>Cardiff:</td><td>Friday, 10 July 2020</td></tr> <tr><td>Belfast:</td><td>Friday, 18 September 2020</td></tr> <tr><td>London:</td><td>Friday, 25 September 2020</td></tr> <tr><td>Bristol:</td><td>Friday, 02 October 2020</td></tr> <tr><td>Brussels:</td><td>Friday, 16 October 2020</td></tr> <tr><td>Manchester:</td><td>Friday, 30 October 2020</td></tr> <tr><td>Edinburgh:</td><td>Friday, 13 November 2020</td></tr> <tr><td>London:</td><td>Friday, 20 November 2020</td></tr> </table>	London:	Friday, 17 January 2020	Bristol:	Friday, 14 February 2020	Manchester:	Friday, 06 March 2020	Glasgow:	Friday, 20 March 2020	Isle of Man:	Friday, 03 April 2020	Belfast:	Friday, 24 April 2020	Jersey:	Friday, 01 May 2020	London:	Friday, 15 May 2020	Cardiff:	Friday, 10 July 2020	Belfast:	Friday, 18 September 2020	London:	Friday, 25 September 2020	Bristol:	Friday, 02 October 2020	Brussels:	Friday, 16 October 2020	Manchester:	Friday, 30 October 2020	Edinburgh:	Friday, 13 November 2020	London:	Friday, 20 November 2020
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<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>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>																																	

Data Protection Act 2018 – Understanding its Implications

Courses take place in: **London & Manchester**



The Data Protection Act 2018 makes key changes to data protection law in the United Kingdom. It supplements the GDPR, and the two have to be read together to have a complete picture of the UK position. It adds to the “lawful bases” on which special category data may be processed, sets out the extensive exemptions to the GDPR which apply in the UK, defines the scope of much processing in the public sector, and applies rules based on those in the GDPR to processing for activities which fall outside EU competence. The Act implements the Law Enforcement Directive, and creates a new data protection regime applying to the intelligence services.

This course focusses on assisting those working in mainstream data protection compliance (in both the private and public sectors) to understand the DPA 2018’s implications from a practical perspective, including:

- modifications to key definitions contained in the GDPR, and their significance
- the lawful bases for processing special category personal data in the UK – when and how they will apply, and how controllers can take advantage of them
- exemptions from the GDPR in the UK
- the age of consent of children to processing for internet society services
- how provisions based on the GDPR are applied by the Act to activities outside EU competence
- the conditions for processing personal data on criminal matters
- modifications to the rights of individuals
- public interest processing – scope and applicability
- restrictions on the applicability of certain aspects of the GDPR in the UK
- enhanced powers of the Information Commissioner, including entry and inspection, and the new enforcement regime

It is recommended that delegates attending this session have at least a basic knowledge of current data protection legal requirements under the GDPR. Delegates with no existing knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

“ A thorough, informative and interactive course. ”
Lydia Benatia
Prudential Plc

“ A clear and concise overview of a new law. ”
Andrew Dobbs
Welsh Government

<p>Course Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Friday, 10 January 2020 Manchester: Friday, 03 July 2020 London: Friday, 04 December 2020</p>

Role of the Data Protection Officer

Courses take place in: **London, Manchester, Dublin, Belfast, Jersey and Isle of Man**



The role and functions of the Data Protection Officer are wide-ranging, from handling information access requests to liaising with senior management on compliance strategies, from devising plans for training staff members to conducting gap analysis, and from handling complaints from customers and employees to dealing with investigations by data protection regulators.

The day-to-day work of the DPO is critical to the smooth running of organisations and to establishing and maintaining effective and productive relationships with the organisation’s customers, staff members and other relevant individuals. DPOs play a central role in ensuring that the organisation meets its data protection responsibilities and in avoiding unwanted attention from regulators.

This course analyses the role and duties of the DPO in a practical context and provides delegates with the information that they need to become more effective and efficient. Topics include:

- mandatory and non-mandatory duties
- relationship between the DPO and senior management
- the organisation’s obligation to involve the DPO in key decisions
- the organisation’s responsibilities to provide appropriate facilities and resources to DPOs
- the requirement for DPOs to be “independent”
- handling conflicts of interest
- understanding data flows and gap analyses
- key skills, including leadership and conflict resolution
- the need for confidentiality
- accessibility of the DPO
- the requirement to keep records
- communicating with data protection regulators

It is recommended that delegates attending this course have a solid knowledge of the fundamentals of data protection. Those with limited existing knowledge should attend Data Protection Essential Knowledge – Level 1 and Data Protection Essential Knowledge – Level 2 before attending this course.

NEW COURSE
FOR 2020

<p>Course Trainer: Daniel Gibson, Data Protection Consultant See Trainers’ biographies on pages 38-39</p>	<p>Course Information:</p> <p>Course runs from: 10.00am to 4.00pm (lunch included)</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>	<table border="0"> <tr> <td>London:</td> <td>Friday, 21 February 2020</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 13 March 2020</td> </tr> <tr> <td>Dublin:</td> <td>Thursday, 18 June 2020</td> </tr> <tr> <td>Belfast:</td> <td>Friday, 19 June 2020</td> </tr> <tr> <td>London:</td> <td>Wednesday, 01 July 2020</td> </tr> <tr> <td>Isle of Man:</td> <td>Friday, 10 July 2020</td> </tr> <tr> <td>Jersey:</td> <td>Tuesday, 21 July 2020</td> </tr> <tr> <td>Dublin:</td> <td>Friday, 02 October 2020</td> </tr> <tr> <td>London:</td> <td>Tuesday, 15 December 2020</td> </tr> </table>	London:	Friday, 21 February 2020	Manchester:	Friday, 13 March 2020	Dublin:	Thursday, 18 June 2020	Belfast:	Friday, 19 June 2020	London:	Wednesday, 01 July 2020	Isle of Man:	Friday, 10 July 2020	Jersey:	Tuesday, 21 July 2020	Dublin:	Friday, 02 October 2020	London:	Tuesday, 15 December 2020
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<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>																			

Accountability & Data Protection Policies

Courses take place in: **London**



For the first time in data protection law, the GDPR introduces “accountability” as a compulsory legal requirement.

Demonstrating compliance consists of several elements, including preparing policies, monitoring compliance with internal policies and procedures, amending job roles and updating customer facing documentation such as websites and offline forms.

This highly practical sessions looks at the detail of what accountability requires, and provides delegates with all the knowledge and tools necessary to achieve compliance in their organisations, including:

- what policies need to be drafted, and the necessary content of those policies
- how existing data protection statements and privacy notices need to be altered and extended
- what needs to be specified about the organisation’s security measures, and how the organisation should respond to data breaches
- the new role of the Data Protection Officer and/or those responsible for data protection compliance within organisations

It is recommended that delegates attending this session have a basic knowledge of current data protection legal requirements. Delegates with no existing knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

“ A very informative guide to implementing GDPR within our organisation and for our clients. ”
Piers Leigh-Pollitt
Doyle Clayton Solicitors

“ The trainer was fantastic – informative and knowledgeable. I have learn much from the session. ”
Clair Phillips
Suzuki

“ Very good course. Presenter’s knowledge was excellent. ”
Anne Cutler
University of Sheffield

“ The course was very informative. Really enjoyed it. ”
Bobbi Birk
General Pharmaceutical Council

“ Very happy with the course. Wouldn’t hesitate to recommend to others. ”
Linda Ferguson
ScotsCare

<p>Course Trainer: Jenai Nissim, Director, HelloDPO See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) London: Thursday, 4th June 2020 London: Thursday, 10th December 2020</p>

Data Protection – Complying with the Rights of Individuals

Courses take place in: **London, Manchester & Glasgow**



All organisations are required to observe the rights of individuals under data protection law. A key objective of the GDPR is to strengthen and extend those rights. Additionally, individuals have a right to claim compensation from both controllers and processors where financial loss or other damage occurs as a result of processing operations which breach the requirements of the GDPR.

This training session looks at the new rights under the GDPR in detail, and also considers the changes to the pre-existing rights, including updates to time limits and new requirements for documentation. The session covers:

- the right to be informed
- requirements for handling subject access requests
- profiling and automated decision taking
- the right to data deletion
- the right to restriction of processing
- the right to object to processing
- the right to data portability
- compensation
- the right to cessation of direct marketing
- exemptions for organisations
- changes that should be made to organisations’ privacy policies

Delegates attending this session must have a basic knowledge of current data protection legal requirements in order to be able to understand the material in this session. Delegates with little no existing knowledge should attend Data Protection Essential Knowledge Level 1 before attending this training course.

“ The case studies and detailed examination of exemptions (and changes to these) are really useful. ”

Varuschka Narotam
General Pharmaceutical Council

“ Training materials are helpful & the discussion was very good. ”

Karon Crew
Ofsted

<p>Course Trainer: Alison Deighton, Director, HelloDPO See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Friday, 31 January 2020 London: Thursday, 02 July 2020 Glasgow: Friday, 17 July 2020 Manchester: Friday, 27 November 2020 London: Friday, 11 December 2020</p>

Breach Notifications

Courses take place in: **London and Glasgow**



Organisations are legally required to notify a personal data breach to the national data protection authority unless the breach is unlikely to negatively impact individuals. Organisations are additionally obligated to inform affected, and potentially affected, individuals where the breach is likely to result in a high risk for the rights and freedoms of those individuals.

This practical training session looks at the new breach notification obligations in detail, including:

- the types of incidents that trigger the requirement to notify
- actions that organisations should be taking now in order to prepare for a possible security breach
- incident response plans and opportunities to mitigate risk
- implications for processors
- what the ICO, and other relevant regulators, expect organisations to do
- the requirement for an internal breach register and how to maintain it
- consequences of failing to notify breaches

It is recommended that delegates attending this session have a basic knowledge of data protection legal requirements. Delegates with no existing knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

“ I found the scenarios and guidance templates particularly useful. ”

Rachel Davies
DVLA

“ Knowledge and practical experience of trainers brought the subject to life and made for a richer learning experience. ”

Kelly Durham
Valuation Office Agency (HMRC)

“ Excellent. ”

Sharon Wedgewood-Wailes
NHS Shares Business Services

<p>Course Trainer: Peter Given, Legal Director, Womble Bond Dickinson See Trainers' biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Tuesday, 09 June 2020 Glasgow: Wednesday, 01 July 2020 London: Monday, 07 December 2020</p>

Cybersecurity for Data Protection Professionals



Courses take place in: **London, Manchester & Edinburgh**

Breaches of information security are consistently one of the top two reasons for data protection regulator enforcement action. And fines for breaches of security are usually higher than for other types of breaches.

With mandatory breach notification under the GDPR and the significant uplift in potential monetary penalties, compliance professionals need to be suitably empowered with cybersecurity knowledge and awareness to assist their organisations to both mitigate ongoing data security risks and to deal with personal data breaches. It is also useful for compliance professionals to have a basic knowledge of cybersecurity terminology to facilitate effective communications with IT Team members.

This session is prepared specifically in the context of the GDPR and the objective of compliance professionals dealing more assuredly and knowledgeably with cybersecurity within their organisations. The session addresses:

- what exactly cybersecurity means and encompasses
- threats, vulnerabilities and risk from a security perspective
- comparing and contrasting “risk” in security, and data protection under the GDPR
- risk analysis and management from a security and data protection standpoint
- cryptography as a privacy tool: encryption, at rest and in transit; hashing and salting
- managing identity and authentication, security operations
- security baselines: including ISO 27001 and Cyber Essentials
- introduction to malware: botnets, ransomware, Denial of Service (and DDoS), Advanced Persistent Threats (APTs)
- personal data breach / incident management and crisis management
- business continuity planning and disaster recovery
- data breach simulations

No technical knowledge is required in order to attend this session. A basic working knowledge of data protection legal requirements would be useful. Delegates with limited data protection knowledge may find it helpful to attend Data Protection Essential Knowledge Level 1 before attending this training course.

<p>Course Trainer: Manish Soni, Cybersecurity & Privacy Lawyer See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Monday, 20 January 2020 London: Thursday, 30 April 2020 Manchester: Thursday, 02 July 2020 Edinburgh: Wednesday, 16 September 2020 London: Monday, 30 November 2020</p>

Targeted Online Advertising

Courses take place in: **London**



Targeted online advertising and adtech are increasingly core to many organisations' marketing strategies, but the application of data protection laws to this area can be far from clear.

This training session explains in a practical and pragmatic way what organisations need to do to ensure their use of online advertising tools comply with the GDPR, the DPA 2018, the e-Privacy Directive and other data protection rules. This is particularly relevant in the current environment, where targeted online advertising is increasingly coming to the attention of regulators.

Topics covered in this session include:

- how the GDPR and related laws apply to online advertising
- the lawful basis for online advertising – what now constitutes valid consent?
- the role of Controllers (as well as Joint Controllers) and Processors in adtech – how to correctly classify the role of your organisation
- how to review contracts with your digital marketing providers
- conducting a Data Protection Impact Assessment for an online advertising tool
- how to compliantly buy-in data from data vendors post GDPR
- preview of the upcoming e-Privacy Regulation and in particular its impact on targeted advertising
- practical tips to reduce risk when using adtech tools

NEW COURSE FOR 2020

<p>Course Trainer: James Fenlon, Senior Associate, Bird & Bird See Trainers' biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) London: Wednesday, 03 June 2020 London: Tuesday, 01 December 2020</p>

Direct Marketing – Legal Risks & How to Overcome Them



Courses take place in: **London, Manchester & Glasgow**

Understanding your obligations when advertising directly to your potential or existing customers is governed by direct mailing rules as well as data protection rules and in some cases the criminal law. Knowing where you stand before commencing a marketing campaign is key to avoiding potential pitfalls and ensuring the campaign runs as smoothly as possible. Recent fines by the Information Commissioner’s Office in the context of marketing emails, marketing texts and marketing calls highlights the need to ensure that organisations fully understand the rules.

This practical training session, which is fully up to date with the requirements of the GDPR, the Data Protection Act 2018, the direct marketing rules and the consequences of Brexit, looks in detail at direct marketing and common problems which can arise, including:

- issues concerning the purchase and sale of marketing lists
- how the GDPR affects the use of your existing database for marketing purposes
- whether, and in what circumstances, consent is needed
- the distinction between opt-out and opt-in permissions, and when to use each
- the different rules that apply to marketing by email, text message, telephone and post
- call centre issues
- profiling and analytics
- the functions, powers and role of the Information Commissioner, and other relevant regulators, in the context of direct marketing
- examples of recent fines and how to avoid them

Participants in this session will gain all the knowledge needed in order to ensure that their organisations are able to conduct successful marketing campaigns which avoid the attention of regulators.

“ 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>Course Trainer: Ashley Roughton, Barrister See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Friday, 27 March 2020 Glasgow: Monday, 22 June 2020 London: Monday, 14 September 2020</p>

Training Staff in Data Protection

Courses take place in: **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 an insight into suitable training methods and assessing knowledge levels amongst different categories of staff. It will also consider 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

The session will look at 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

“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

<p>Course Trainer: Stephanie Pritchett, Solicitor and Principal, Pritchetts See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) London: Tuesday, 23 June 2020 London: Tuesday, 08 December 2020</p>

How to Conduct a Data Protection Audit

Courses take place in: **London, Manchester, Glasgow & Belfast**



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 before attending this course.

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

Sandra Himmans
HSBC

“ Very good. ”

Sean Topping
PSNI

“ Excellent course, nice group of people and lovely trainer. ”

Claire Brown
Office of the Information Commissioner

“ 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

“ Workshop element was very helpful. I like the trainer’s teaching style. ”

Chris Whitehurst
Civil Aviation Authority

<p>Course Trainer: Jenai Nissim, Director, HelloDPO See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Manchester:</td> <td>Friday, 21 February 2020</td> </tr> <tr> <td>Belfast:</td> <td>Thursday, 12 March 2020</td> </tr> <tr> <td>London:</td> <td>Friday, 05 June 2020</td> </tr> <tr> <td>Glasgow:</td> <td>Wednesday, 15 July 2020</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 10 September 2020</td> </tr> <tr> <td>London:</td> <td>Wednesday, 25 November 2020</td> </tr> </table>	Manchester:	Friday, 21 February 2020	Belfast:	Thursday, 12 March 2020	London:	Friday, 05 June 2020	Glasgow:	Wednesday, 15 July 2020	Manchester:	Thursday, 10 September 2020	London:	Wednesday, 25 November 2020
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Manchester:	Thursday, 10 September 2020												
London:	Wednesday, 25 November 2020												

Data Sharing in the Public Sector

Courses take place in: **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, which is fully up to date with the requirements of the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and the implications of Brexit, 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?

“ Very informative and helpful course. The data sharing steps and requirements were particularly useful. ”

Adrian Brook
Home Office

“ The case studies were excellent. ”

Rhys Cambell
British Transport Police

“ Course was very good and gave good general overview of information sharing. ”

Sharon Betts-Palmer
Norfolk & Suffolk Constabulary

“ 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>Course Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) London: Monday, 08 June 2020 London: Wednesday, 09 December 2020</p>

Inspiring Data Compliance – Leadership Skills for Compliance Professionals



Courses take place in: **London and Dublin**

When implementing legal compliance measures, organisations can sometimes forget that the exercise is as much about working effectively with other people as it is about implementing a set of procedures. Investing in the leadership skills of those who will be implementing compliance measures can dramatically increase the effectiveness of programmes as well as the buy-in of key staff members.

Having other staff members working with compliance personnel and supporting their goals is partly about promoting messages effectively throughout the organisation, partly about incubating champions in other departments and partly about inspiring others to see the benefit of making changes to the way that things have traditionally been done.

This highly interactive session on leadership skills provides compliance professionals with the skills that they need to become more effective in carrying forward compliance objectives, including:

- understanding the aspects of your messages that will engage and inspire others
- learning how to effectively communicate goals, and to instil in others a desire to assist you on implementing them
- developing, communicating and cascading knowledge of your compliance aspirations for the organisation
- developing effective relationships with key staff members
- influencing others with integrity
- developing a rollout plan

The day is highly interactive with several opportunities for small group discussion to develop your strategies and to ask for help with your specific situation.

Nick is also available to coach you on an individual basis (or in small groups), either face-to-face or by telephone/Skype. For more information, please contact us.

“ Great tutor! Very impressed and pleased. Thank you! ”

Tianna Powell
Affinity Water Ltd

“ Very useful course that fills a gap in the market. ”

Matt Morrison
HEFCE

“ The Leadership Skills course was excellent! ”

Allegra Benitez-Moatt
Sackers

<p>Course Trainer: Nick Williams, Leadership Coach See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included) London: Thursday, 18 June 2020 Dublin: Friday, 26 June 2020</p>

Bribery Level 1: Essential Knowledge

Courses take place in: **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 an excellent 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.

A discount is available for delegates booking both Bribery Level 1 and Bribery Level 2 - see below.

<p>Course Trainer: Keith Read, Compliance Expert See Trainers' biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is £895 + VAT</p>
<p>Who should attend: Compliance Managers, Compliance Officers, Lawyers, Procurement Managers, Procurement Officers, Risk Managers, Company Secretaries, Others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Wednesday, 18 November 2020</p>

Bribery Level 2: Implementing the Culture Change

Courses take place in: **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 will enable 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. A discount is available for delegates booking both Bribery Level 1 and Bribery Level 2 - see below.

<p>Course Trainer: Keith Read, Compliance Expert See Trainers’ biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is £895 + VAT</p>
<p>Who should attend: Compliance Managers, Compliance Officers, Lawyers, Procurement Managers, Procurement Officers, Risk Managers, Company Secretaries, Others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 19 November 2020</p>

FOI Practical Training - Level 1 (Essential Knowledge)



Courses take place in: **London, Manchester, Bristol & Belfast**

Since the Freedom of Information Act 2000 came fully into force in 2005 there has been a fundamental change in the relationship between government and its citizens as government information has become more publicly accessible. This has led to the publication of a wide range of public sector datasets and dramatic expansion of available information. 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 and core provisions
- publication schemes
- handling requests including administrative exemptions and refusal notices
- an overview of the Exemptions and the public interest test
- key decisions from the Information Commissioner and the Information Tribunal
- understanding the Fees regime
- how to handle complaints
- inter-relationship with the Data Protection Act 2018, the Environmental Information Regulations 2004 and the Reuse of Public Sector Information Regulations 2005

The morning consists of instruction on the legal provisions, with the afternoon featuring practical exercises and further instruction.

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.

A discount is available for delegates booking both FOI Level 1 and FOI Level 2 – see below.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Freedom of Information.

<p>Course Trainer: Matt Lewin, Barrister, Cornerstone Barristers See Trainers' biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only) *The fee for both Levels 1 & 2 booked together is £895 + VAT</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Monday, 27 January 2020</td> </tr> <tr> <td>Manchester:</td> <td>Monday, 24 February 2020</td> </tr> <tr> <td>Bristol:</td> <td>Monday, 09 March 2020</td> </tr> <tr> <td>Belfast:</td> <td>Monday, 23 March 2020</td> </tr> <tr> <td>London:</td> <td>Monday, 18 May 2020</td> </tr> <tr> <td>London:</td> <td>Tuesday, 01 September 2020</td> </tr> <tr> <td>Manchester:</td> <td>Monday, 28 September 2020</td> </tr> <tr> <td>Belfast:</td> <td>Monday, 19 October 2020</td> </tr> <tr> <td>London:</td> <td>Monday, 23 November 2020</td> </tr> </table>	London:	Monday, 27 January 2020	Manchester:	Monday, 24 February 2020	Bristol:	Monday, 09 March 2020	Belfast:	Monday, 23 March 2020	London:	Monday, 18 May 2020	London:	Tuesday, 01 September 2020	Manchester:	Monday, 28 September 2020	Belfast:	Monday, 19 October 2020	London:	Monday, 23 November 2020
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FOI Practical Training - Level 2 (Applying the Exemptions)



Courses take place in: **London, Manchester, Bristol & Belfast**

Public sector bodies must make daily decisions on how to respond to requests for information under the Freedom of Information Act, 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, public authorities need to ensure that they understand when the exemptions can be applied, and what they have to demonstrate in order 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
- the personal data exemption, and its inter-relationship with the Data Protection Act
- 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 Tribunal decisions
- drafting robust Refusal Notices
- the appeals process and dealing with the Information Commissioner and the Information Tribunal

The day consists 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 FOI Level 1 in order to attend FOI Level 2, but FOI Level 2 delegates are expected to already have the basic knowledge of how FOI works in practice.

A discount is available for delegates booking both FOI Level 1 and FOI Level 2 – see below.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Freedom of Information.

<p>Course Trainer: Liz Fitzsimons, Partner, Eversheds See Trainers’ biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is £895 + VAT</p>																		
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FOI and Data Protection - How They Work Together

Courses take place in: **London, Manchester, Bristol & 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) and the General Data Protection Regulation 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 issues, explains the key principles underlying the differences between FOI and data protection laws, including when personal data should and should not be released in response to subject access requests and FOI/EIR requests. Delegates who do not have an existing understanding of the basics of FOI law are recommended to attend FOI Level 1 before attending this session.

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 personal 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.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Freedom of Information.

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

Athena Pavlou
Financial Ombudsman Service

“ Fascinating and thought provoking – very good. ”

Jim Milner
DVLA

“ The relaxed style of delivery was excellent. ”

Susan Peart
SSSC

<p>Course Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers' biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Wednesday, 29 January 2020</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 26 February 2020</td> </tr> <tr> <td>Bristol:</td> <td>Wednesday, 11 March 2020</td> </tr> <tr> <td>Belfast:</td> <td>Wednesday, 25 March 2020</td> </tr> <tr> <td>London:</td> <td>Wednesday, 20 May 2020</td> </tr> <tr> <td>London:</td> <td>Thursday, 03 September 2020</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 30 September 2020</td> </tr> <tr> <td>Belfast:</td> <td>Wednesday, 21 October 2020</td> </tr> <tr> <td>London:</td> <td>Wednesday, 25 November 2020</td> </tr> </table>	London:	Wednesday, 29 January 2020	Manchester:	Wednesday, 26 February 2020	Bristol:	Wednesday, 11 March 2020	Belfast:	Wednesday, 25 March 2020	London:	Wednesday, 20 May 2020	London:	Thursday, 03 September 2020	Manchester:	Wednesday, 30 September 2020	Belfast:	Wednesday, 21 October 2020	London:	Wednesday, 25 November 2020
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Understanding the Environmental Information Regulations



Courses take place in: **London, Manchester, Bristol & 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 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
- decisions of the Information Commissioner and Tribunal
- charging
- best practice: EIR requests and the duty to disseminate information

“Extremely informative and well presented. Really helped me to understand and use EIRs in future.”

Jenny Rochfort
University of Nottingham

“Very interesting introduction which enhanced my knowledge of EIRs. Excellent tutor was very good at answering questions.”

Claire Buller
Oxfordshire County Council

The session enables delegates to handle Environmental Information with confidence.

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Freedom of Information.

<p>Course Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</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, Data Protection Officers, Database Managers, and others.</p>	<p>Course Information: Course runs from: 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Thursday, 30 January 2020</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 27 February 2020</td> </tr> <tr> <td>Bristol:</td> <td>Thursday, 12 March 2020</td> </tr> <tr> <td>Belfast:</td> <td>Thursday, 26 March 2020</td> </tr> <tr> <td>London:</td> <td>Thursday, 21 May 2020</td> </tr> <tr> <td>London:</td> <td>Friday, 04 September 2020</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 01 October 2020</td> </tr> <tr> <td>Belfast:</td> <td>Thursday, 22 October 2020</td> </tr> <tr> <td>London:</td> <td>Monday, 26 October 2020</td> </tr> </table>	London:	Thursday, 30 January 2020	Manchester:	Thursday, 27 February 2020	Bristol:	Thursday, 12 March 2020	Belfast:	Thursday, 26 March 2020	London:	Thursday, 21 May 2020	London:	Friday, 04 September 2020	Manchester:	Thursday, 01 October 2020	Belfast:	Thursday, 22 October 2020	London:	Monday, 26 October 2020
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Role of the FOI Officer

Courses take place in: **London, Manchester, Glasgow & Belfast**



The role and functions of the Freedom of Information Officer are wide-ranging, from understanding decision notices to logging and fulfilling new requests, from devising plans to train relevant staff members to liaising with senior management on compliance issues, and from collating and publishing statistics to dealing with investigations from the FOI regulator.

This course, which applies to all parts of the UK - England, Scotland, Wales and Northern Ireland - analyses the role and duties of the Freedom of Information Officer in a practical context and provides delegates with the information that they need to become more effective and efficient. Topics include:

- the FOI Officer’s functions – job description, professional ethics, and relationship with Data Protection Officers
- how to read and understand decisions of the Commissioners and Tribunals
- copyright and re-use – the Re-use of Public Sector Information Regulations 2015 and FOI, dataset rules, licensing use of disclosed information
- collating statistics – what should be counted, reporting and publication
- embedding FOI – resources, policies and procedures, transparency by design
- working with colleagues – management support, internal networks, handling lack of co-operation, raising awareness and training
- processing requests – IT systems, triage, searching for information, collating information, redaction, record-keeping
- communicating with applicants – acknowledging requests, advice and assistance, what to include in responses, requests from the media
- internal reviews – procedures, who should conduct them, what to review, handling complaints from the Commissioner

The session includes instruction, practical exercises and case studies designed to enhance delegates’ perception of their role and equip them with the tools to effectively manage their authority’s compliance with FOI laws.

It is recommended that delegates attending this course have a solid knowledge of the fundamentals of FOI law and practice. Those with limited existing knowledge should attend FOI – Level 1 and FOI – Level 2 before attending this course.

NEW COURSE FOR 2020

<p>Course Trainer: Paul Gibbons, Freedom of Information Consultant See Trainers’ biographies on pages 38-39</p>	<p>Course Information:</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>Course runs from: 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 06 February 2020 Manchester: Friday, 03 April 2020 Glasgow: Tuesday, 02 June 2020 London: Wednesday, 17 June 2020 Belfast: Monday, 21 September 2020 Manchester: Monday, 12 October 2020 London: Friday, 27 November 2020</p>
<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>	

Records Management 1

Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast & Isle of Man**



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, led by John Wilson, 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

“ The knowledge of the trainer was excellent. ”

Lindsay Campbell
Standard Life

“ I am going back with a lot of helpful information. ”

Bethany Lancaster
YBS Group

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.

“ Extremely useful. Would recommend this course. Thanks very much. ”

Jemma King
Public Health England

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

<p>Course Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is £895 + VAT</p>																								
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Records Management 2

Courses take place in: **London, Manchester, Edinburgh, Glasgow, Bristol, Cardiff, Belfast & Isle of Man**



This course examines how to implement good records management practice. Led by John Wilson, Records Management 2 is an intermediate level session that provides a grounding in the fundamentals of records management, including:

- 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.

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

“ I found the course very informative. ”

Lynn Baker
Pensions Regulator

“ I enjoyed the section on sustaining a records management programme. ”

Jemma King
Public Health England

<p>Course Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 38-39</p>	<p>£485* plus VAT 10% discount for all additional delegates booked at the same time (multiple delegate discounts apply for individual courses only)</p> <p>*The fee for both Levels 1 & 2 booked together is £895 + VAT</p>																								
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Advanced Records Management

Courses take place in: **London, Manchester, Edinburgh & Belfast**



This training course provides an in-depth analysis of the key issues and challenges facing those responsible for the management of records and information in the current business environment. This training session is designed to meet the needs of senior and more experienced practitioners and builds on the basic and intermediate skills and techniques covered on the **Records Management 1** and **Records Management 2** training courses. Topics covered include:

- information governance
 - dealing with risk
 - records management policy development
 - embedding good records management practice
 - records migration and dealing with legacy records
 - digital continuity - managing electronic records over time
- Delegates are encouraged to share their own experiences in the session

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

“ Excellent course and delivery. ”

Christopher Edwards
Medical Defence Union

“ John is very knowledgeable and presents very well. I would recommend this course to other Records Management colleagues. ”

Catherine-Anne Gallacher
Central Bedfordshire Council

“ I find it useful the way John brings real world examples from organisations. ”

John Hewes
Brighton & Hove City Council

<p>Course Trainer: John Wilson, Director, JMW Mosaic See Trainers’ biographies on pages 38-39</p>	<p>£485 plus VAT 10% discount for all additional delegates booked at the same time</p>												
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Practitioner Certificate in Data Protection



The Practitioner Certificate in Data Protection (“PC.dp.”) is the UK’s leading practical qualification on data protection law and practice. It is fully up to date with the requirements of the General Data Protection Regulation (GDPR).

Successful completion of the internationally recognised Practitioner Certificate in Data Protection Programme demonstrates to employers and others that the candidate possesses a solid knowledge of data protection law, as well as an understanding of the practical implications for organisations of the GDPR and the UK Data Protection Act 2018.

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 each June (London and Glasgow) and each December (London and Belfast)**

The tuition section of the Programme requires candidates to attend four one-day Compulsory Courses and a one-day Elective Course (see below table):

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 ■ Data Protection Essential Knowledge - Level 2 ■ Handling Access Requests ■ Data Security 	<ul style="list-style-type: none"> ■ Data Protection in the Workplace ■ International Data Transfers - Overcoming the Limitations ■ Conducting Data Protection Impact Assessments

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.

Exam dates

The Examinations are held in London, Belfast and Glasgow. The next dates for the Examinations are as follows:

- Monday, 15th June 2020 (London and Glasgow)
- Monday, 14th December 2020 (London and Belfast)
- Monday, 14th June 2021 (London and Glasgow)
- Monday, 13th December 2021 (London and Belfast)

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.

More Information and to Apply

To book your place on the Programme, please complete the booking form at: 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 (page 33), but with the following additional benefits:

- training over four consecutive days (Tuesday to Friday) 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
- accommodation, breakfast, lunch and dinner included in the Programme fee

Monday	Candidates arrive (evening)	<i>Includes welcome dinner and drinks reception</i>
Tuesday	Tuition (9am - 5pm)	<i>Includes breakfast, lunch and dinner</i>
Wednesday	Tuition (9am - 5pm)	<i>Includes breakfast, lunch and dinner</i>
Thursday	Tuition (9am to 6pm)	<i>Includes breakfast, lunch and dinner</i>
Friday	Tuition (9am to 3pm)	<i>Includes breakfast and lunch</i>

Upcoming Residential Programme dates:

- Tuesday 20th October - Friday 23rd October 2020



The Practitioner Certificate in Data Protection Programme is accredited by The Law Society and The Bar Council

For more information please visit
www.dataprotectionqualification.com

Practitioner Certificate in Data Protection Distance Learning Programme

Includes full
GDPR
instruction

The Practitioner Certificate in Data Protection (“PC.dp.”), the UK’s leading practical qualification on data protection law and practice, is now available on a Distance Learning basis.

The Programme

The Distance Learning Programme provides candidates with the opportunity to study the material in their own time and at their own pace, either at home or in the office. The comprehensive materials consist of 14 learning modules. Each module contains self-assessment questions (with answers) to allow candidates to test their knowledge and to prepare for the online examination.

The Exam

When candidates are ready, they can proceed to take the online examination. The examination is ‘open book’, meaning that candidates can refer to their materials, books and notes during the examination.

The Fee

The fee for the Distance Learning Programme is £2,295 plus VAT. A discount of 10% is available for each additional candidate from your organisation enrolling at the same time.

Continuing Professional Development

The GDPR requires data protection professionals to maintain their knowledge on an ongoing basis. Therefore, the Examination Board has stipulated that candidates are required to complete one designated training course per year after the first anniversary of successfully completing their qualification. Designated training courses are listed in the online FAQs. Distance Learning candidates will be able to complete the designated courses on a distance learning basis.

Accreditation

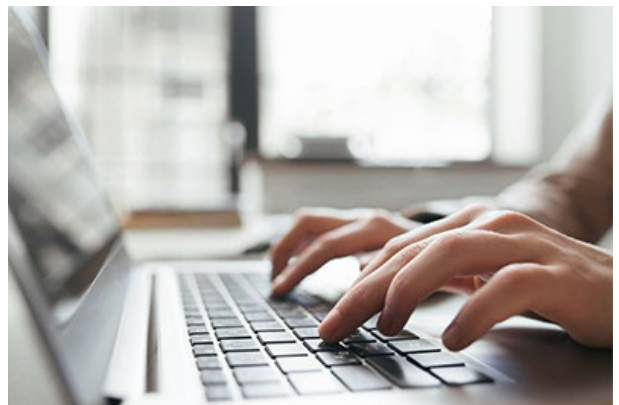
The Practitioner Certificate in Data Protection is accredited by the United Kingdom Law Society and the Bar Council with 25 hours CPD. The Institute of Banking, the LIA and the Insurance Institute of Ireland also award CPD Hours for this Programme.

Further Information

If you have a query about the Programme, please go online or contact the PDP Training team.

Application

To enrol on the programme, complete the online booking form.



Self-study Programme
enables you to learn
at your own pace

Practitioner Certificate in Data Protection GDPR Conversion Programme

Includes full
GDPR
instruction

The GDPR Conversion Programme allows holders of the **Practitioner Certificate in Data Protection** (“PC.dp.”) who gained their qualification prior to 2018 to upgrade their qualification for the GDPR era.

Designed to build upon your existing training, bringing you fully up to date in all aspects of the GDPR

The Programme

The GDPR Conversion Programme provides candidates with:

- **Key documentation and learning materials on the GDPR**
- **Online multiple choice examination**
- **An updated certificate**
- **Recognition in an online register of qualified practitioners of the upgraded GDPR qualification**

The Training Materials

This self-study Programme allows previously qualified candidates to study at their own pace, either at home or in the office. The comprehensive materials consist of 8 learning modules. Each module contains self-assessment questions (with answers) to allow candidates to test their knowledge and to prepare for the online examination.

The Exam

When candidates are ready, they can proceed to take the online examination. The examination is ‘open book’, meaning that candidates can refer to their materials, books and notes during the examination.

Continuing Professional Development

The GDPR requires data protection professionals to maintain their knowledge on an ongoing basis. For this reason, the Examination Board has stipulated that candidates who qualify under the GDPR Conversion Programme (as for all candidates who qualify in 2018 or later) are required to attend one designated training course per year after successfully upgrading their qualification.

Application

To enrol on the GDPR Conversion Programme, please book your place online.
For any queries regarding the GDPR Conversion Programme, go online or speak to a member of the PDP Training team.

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

Each course is held in several cities at various times of the year – see pages 25-27.

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

The Practitioner Certificate in Freedom of Information Programme is accredited by The Law Society and The Bar Council

For more information please visit
www.foiqualification.com

PDP Trainers



Robert Bond, Partner, Bristows

Robert Bond is a Partner, Compliance & Ethics Professional and Notary Public at Bristows LLP. He has specialised in technology law for over 37 years and is also a well recognised expert and author in the legal fields of TMT, ecommerce, data protection and cyber security. He is a member of Tech UK Big Data and Analytics Council and the United Nations Privacy Advisory Group, is on the advisory Board of the Data Protection Academy of Malaysia, and is an Ambassador for Privacy by Design. He is also a Member of the Examination Board for the Practitioner Certificate in Data Protection.



Alison Deighton, Director, HelloDPO

Alison Deighton is a lawyer and was for several years the Head of Data Protection and Privacy at TLT Solicitors, a London law firm. She has over 15 years' experience of helping clients navigate their way through data protection requirements, and is now a director at HelloDPO, a data protection consultancy.



James Fenelon, Senior Associate, Bird & Bird

James Fenelon is a Senior Associate in Bird & Bird's leading Privacy & Data Protection Group, based in London. He advises on a wide variety of privacy matters including GDPR, e-Privacy laws, online marketing and data security. James has particular experience advising on ad tech and analytics technologies, looking at issues such as cookies, online profiling, device recognition technologies, and custom audience initiatives (among others).



Liz Fitzsimons, Partner, Eversheds

Liz Fitzsimons is a Partner at Eversheds specialising in data protection and freedom of information. 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. Liz is a Member of the Examination Board on the Practitioner Certificate in Freedom of Information.



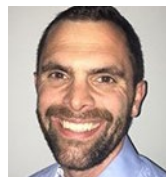
John Fitzsimons, Barrister, Cornerstone Barristers

John Fitzsimons is a barrister at Cornerstone Chambers. He has particular expertise in data protection and information law. He regularly advises clients on a wide range of GDPR and FOI issues and has particular experience in rectification requests. John was instructed to advise and assist the Department of Culture, Media and Sport on various issues arising in respect of the Data Protection Bill 2018.



Paul Gibbons, FOI Consultant

Paul Gibbons is a consultant specialising in information rights. He is well-known for his FOIMan blog, and he is the author of The Freedom of Information Officer's Handbook. Paul has previously worked at the Greater London Authority, the Mayor of London's Office, a hospital trust and in higher education in information governance roles. He has also provided advice to the government of the Isle of Man on the implementation of their new FOI law.



Daniel Gibson, Data Protection Consultant

Daniel Gibson is a Data Protection consultant. Daniel has over 10 years of experience as a data protection practitioner, having worked in 3 different sectors including a data governance role for a mental health charity, Triumph Motorcycles, and the Royal Institution of Chartered Surveyors (RICS).



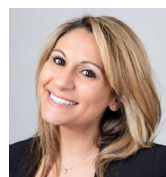
Peter Given, Legal Director, Womble Bond Dickinson

Peter Given is a Legal Director at Womble Bond Dickinson specialising in data protection and privacy law. He advises clients on a wide range of data protection matters in a variety of contexts, including in relation to general data protection compliance, data processing and outsourcing arrangements, direct marketing, data subject access requests and cross-border transfers of data. Peter regularly contributes articles to *Privacy and Data Protection Journal*.



Matt Lewin, Barrister, Cornerstone Barristers

Matt Lewin is a Barrister specialising in information law, covering data protection, Freedom of Information and the Environmental Information Regulations. He regularly advises public authorities on their obligations under FOIA and EIR and provides commentary for Lexis Nexis on these subjects. Matt is also a data protection specialist and was part of the Cornerstone team that advised the Government on the preparation of the new Data Protection Act 2018.



Jenai Nissim, Director, HelloDPO

Jenai Nissim is a Solicitor and data protection expert. She spent several years as an in-house lawyer with a well-known financial services institution and more recently at a central London law firm providing data protection advice to a wide range of clients. Jenai is now a director at HelloDPO, a data protection consultancy. Jenai holds the Practitioner Certificate in Data Protection.

PDP Trainers



Stephanie Pritchett, Principal, Pritchetts

Stephanie Pritchett is a senior solicitor and Partner at Pritchetts Law LLP, 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. Thanks

to her expertise in these areas, in 2017, she was awarded The UK Legal 500's elite "leading individual" status in its guide to outstanding lawyers nationwide. Stephanie is a Member of the Editorial Board for *Privacy & Data Protection Journal*.



Keith Read, Compliance Expert

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'.



Ashley Roughton, Barrister

Ashley Roughton is an independent Barrister in data protection. He was counsel in many of the leading data protection cases of the past and he regularly advises both individuals and data controllers in relation to proceedings before the Court and the Tribunal. He is a Member of the

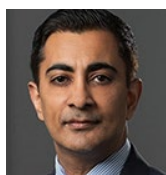
Practitioner Certificate in Data Protection Examination Board.



Sian Rudgard, Counsel, Hogan Lovells

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.



Manish Soni, Senior Associate, Herbert Smith Freehills

Manish Soni is a Senior Associate Cybersecurity & Privacy lawyer within the cybersecurity practice at Herbert Smith Freehills. He holds the CISSP (Certified Information Systems Security Professional) certification, and his

experience stems from diverse IT and legal backgrounds. Manish primarily acts in matters involving incident response and data security preparedness, including contentious and non-contentious matters, whether in a data privacy or non-privacy context.



Phil Tompkins, Partner, Ward Hadaway

Phil Tompkins is 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 information law including freedom of

information, data protection, data security and compliance issues. He also specialises in technology law including IT outsourcing. He 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.



Damien Welfare, Barrister, Cornerstone Barristers

Damien Welfare is a Barrister at Cornerstone Barristers. He specialises in information law, including freedom of information, data protection, and the Environmental Information Regulations,

and local government law. Damien appears in the Information Rights Tribunal, advises on a wide range of EIR, FOI and data protection issues. He wrote the 'territorial scope and definitions' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018).



Nick Williams, Leadership Coach

Nick Williams is an internationally renowned speaker, mentor and best-selling author. He has spent over 20 years as a coach, adviser, mentor, spiritual advisor and encourager to leaders and emergent leaders in the areas of business the media

and entertainment, the law, personal and spiritual growth, academia, retail, the NHS, and has so far been invited to speak in sixteen countries. His books have been translated into seven languages.



John Wilson, Director, JMW Mosaic

John Wilson has worked as an information professional for over 35 years, working 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 training courses on information/records management in Europe and the Middle East, and has undertaken consultancy projects in central and local government, banking, energy, biotechnology and utilities.

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, GDPR, Data Protection Act 2018, Data Security, Cybersecurity, Freedom of Information, Records Management or more general compliance, 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:

Four easy ways to book In-House Training:	Telephone:	+44 (0) 20 7014 3399
	Email:	inhouse@pdptraining.com
	Post:	PDP 03-19 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
- United Grand Lodge of England
- States of Jersey
- Legal & General