

Training & Qualifications Catalogue 2018

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



DATA PROTECTION **PREPARING FOR THE GDPR** BREACH NOTIFICATIONS
ACCOUNTABILITY DATA SECURITY **HANDLING SUBJECT ACCESS REQUESTS**
INTERNATIONAL DATA TRANSFERS **DATA PROTECTION IN THE WORKPLACE**
DATA PROTECTION AUDIT **SOCIAL MEDIA/MARKETING** INFORMATION RIGHTS
ENVIRONMENTAL INFORMATION FREEDOM OF INFORMATION
RECORDS MANAGEMENT LEADERSHIP SKILLS **MODERN SLAVERY** BRIBERY

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.

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all PDP Trainers are leading experts in their field, and meet rigorous excellence criteria in communication and training skills
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all delegates receive a binder of materials explaining the subject
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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 39
- **Certificate of attendance**
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Five easy ways to book PDP Training courses:

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Kennington Park
London
SW9 6DE
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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

London, Manchester, Bristol, Cardiff, Belfast, Glasgow, Edinburgh and Isle of Man



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 General Data Protection Regulation, as well as the implications of Brexit, examines core concepts of practical data protection compliance, including:

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

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 34).

<p>Trainers: Damien Welfare, Barrister, Cornerstone Barristers Stephanie Pritchett, Principal, Pritchetts Estelle Dehon, Barrister, Cornerstone Barristers See Trainers' biographies on pages 37-38</p>	<p>Short Day – 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, 08 January 2018 Belfast: Monday, 05 March 2018 Manchester: Monday, 19 March 2018 Glasgow: Monday, 09 April 2018 Isle of Man: Monday, 16 April 2018 London: Monday, 21 May 2018 Cardiff: Monday, 02 July 2018 London: Monday, 09 July 2018 Belfast: Monday, 10 September 2018 London: Monday, 17 September 2018 Bristol: Monday, 22 October 2018 Edinburgh: Monday, 29 October 2018 London: Monday, 19 November 2018 Manchester: Monday, 26 November 2018</p>
<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates Above discounts apply to individual courses only</p> <p>*The fee for both the Level 1 and Level 2 courses booked together is £895 plus VAT.</p>	

Data Protection Essential Knowledge Level 2

**London, Manchester, Bristol, Cardiff, Belfast, Glasgow,
Edinburgh and Isle of Man**



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 General Data Protection Regulation as well as the implications of Brexit, provides a thorough grounding in the following important aspects of data protection practice:

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

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 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 34).

<p>Trainers: Stephanie Pritchett, Principal, Pritchetts Estelle Dehon, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 37-38</p>	<p>Short Day – 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, Data Protection Officers, Database Managers, and others.</p>	<p>London: Tuesday, 09 January 2018 Belfast: Tuesday, 06 March 2018 Manchester: Tuesday, 20 March 2018 Glasgow: Tuesday, 10 April 2018 Isle of Man: Tuesday, 17 April 2018 London: Tuesday, 22 May 2018 Cardiff: Tuesday, 03 July 2018 London: Tuesday, 10 July 2018 Belfast: Tuesday, 11 September 2018 London: Tuesday, 18 September 2018 Bristol: Tuesday, 23 October 2018 Edinburgh: Tuesday, 30 October 2018 London: Tuesday, 20 November 2018 Manchester: Tuesday, 27 November 2018</p>
<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only) *The fee for both the Level 1 and Level 2 courses booked together is £895 plus VAT.</p>	

Data Security

London, Manchester, Glasgow, Edinburgh, Belfast and Isle of Man



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 General Data Protection Regulation, as well as the implications 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 34).

“ Excellent ”. ”
 Michaela Simmonds
 AmicusHorizon

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

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

<p>The Trainer: Phil Tompkins, Partner, Ward Hadaway See Trainers’ biographies on pages 37-38</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p>																						
<p>Who should attend: Data Protection Officers, IT Managers, Compliance Officers, Corporate Security Officers, legal advisers, persons responsible for risk management, and others.</p>	<table> <tr><td>London:</td><td>Wednesday, 10 January 2018</td></tr> <tr><td>Belfast:</td><td>Wednesday, 07 March 2018</td></tr> <tr><td>Manchester:</td><td>Wednesday, 21 March 2018</td></tr> <tr><td>Glasgow:</td><td>Wednesday, 11 April 2018</td></tr> <tr><td>Isle of Man:</td><td>Wednesday, 18 April 2018</td></tr> <tr><td>London:</td><td>Wednesday, 23 May 2018</td></tr> <tr><td>Belfast:</td><td>Wednesday, 12 September 2018</td></tr> <tr><td>London:</td><td>Wednesday, 19 September 2018</td></tr> <tr><td>Edinburgh:</td><td>Wednesday, 31 October 2018</td></tr> <tr><td>London:</td><td>Wednesday, 21 November 2018</td></tr> <tr><td>Manchester:</td><td>Wednesday, 28 November 2018</td></tr> </table>	London:	Wednesday, 10 January 2018	Belfast:	Wednesday, 07 March 2018	Manchester:	Wednesday, 21 March 2018	Glasgow:	Wednesday, 11 April 2018	Isle of Man:	Wednesday, 18 April 2018	London:	Wednesday, 23 May 2018	Belfast:	Wednesday, 12 September 2018	London:	Wednesday, 19 September 2018	Edinburgh:	Wednesday, 31 October 2018	London:	Wednesday, 21 November 2018	Manchester:	Wednesday, 28 November 2018
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Handling Subject Access Requests

London, Manchester, Belfast, Edinburgh, Glasgow and Isle of Man



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 General Data Protection Regulation and the implications 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
- 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 34).

<p>Trainers: Olivia Whitcroft, Solicitor, OBEP Damien Welfare, Barrister, Cornerstone Barristers See Trainers' biographies on pages 37-38</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p>
<p>Who should attend: Data Protection Officers, Information Officers, Privacy Officers, Compliance Officers, Information and Commercial lawyers (in-house and private practice), Office Managers, Human Resources Officers, Records Managers, and others.</p>	<p>London: Thursday, 11 January 2018 Belfast: Thursday, 08 March 2018 Manchester: Thursday, 22 March 2018 Glasgow: Thursday, 12 April 2018 Isle of Man: Thursday, 19 April 2018 London: Thursday, 24 May 2018 Belfast: Thursday, 13 September 2018 London: Thursday, 20 September 2018 Edinburgh: Thursday, 01 November 2018 London: Thursday, 22 November 2018 Manchester: Thursday, 29 November 2018</p>
<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>	

Data Protection in the Workplace

London, Manchester, Edinburgh, Glasgow, Belfast and Isle of Man



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 General Data Protection Regulation as well as implication of Brexit, and 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

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

Jenny Smythe
Scottish Executive

“ V V Good! Fluent, knowledgeable, interactive presentation. Good balance of law and practice. Thank you. ”

Mona Sachdeva
Ashfield Homes

Attendance on this course can be used as credit towards gaining the Practitioner Certificate in Data Protection (see page 34).

<p>The Trainer: Peter Given, Legal Director, Womble Bond Dickinson See Trainers’ biographies on pages 37-38</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p>
<p>Who should attend: Human Resources Officers and Administrators, Personnel Officers, Data Protection Officers, Compliance Officers, Employers’ Representatives, Employment Law Advisers, and others.</p>	<p>London: Friday, 12 January 2018 Belfast: Friday, 09 March 2018 Manchester: Friday, 23 March 2018 Glasgow: Friday, 13 April 2018 Isle of Man: Friday, 20 April 2018 London: Friday, 25 May 2018 Belfast: Friday, 14 September 2018 London: Friday, 21 September 2018 Edinburgh: Friday, 02 November 2018 London: Friday, 23 November 2018 Manchester: Friday, 30 November 2018</p>
<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>	

International Data Transfers – Overcoming the Limitations

London, Manchester, Belfast, Edinburgh and Isle of Man



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 General Data Protection Regulation as well as the implications 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 UK 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?

“ Excellent. ”
Keri Barnjum
NATS

“ Very well run and executed. ”
Natalie Afshar
ebookers

“ The whole course brought my knowledge from zero to a reasonable level. ”
Ken Wightman
IPRS Ltd

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 34).

<p>Trainers: Sian Rudgard, Counsel, Hogan Lovells Eduardo Ustaran, Partner, Hogan Lovells See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Compliance Officers, International Development Directors and Managers, IT Directors and Managers, In-House lawyers, HR Directors and Managers, Outsourcing Service Providers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>Belfast: Friday, 09 March 2018 Manchester: Friday, 23 March 2018 Isle of Man: Friday, 20 April 2018 London: Friday, 25 May 2018 Edinburgh: Friday, 02 November 2018 London: Friday, 23 November 2018</p>

Conducting Data Protection Impact Assessments

London, Manchester, Edinburgh, Glasgow, Belfast and Isle of Man



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 34).

“ 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>Trainers: Olivia Whitcroft, Solicitor, OBEP Damien Welfare, Barrister, Cornerstone Barristers Robert Bond, Partner, Bristows See Trainers’ biographies on pages 37-38</p>	<p>Short Day – 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>	<p>Belfast: Friday, 09 March 2018 Manchester: Friday, 23 March 2018 Glasgow: Friday, 13 April 2018 Isle of Man: Friday, 20 April 2018 London: Friday, 25 May 2018 Belfast: Friday, 14 September 2018 London: Friday, 21 September 2018 Edinburgh: Friday, 02 November 2018 London: Friday, 23 November 2018 Manchester: Friday, 30 November 2018</p>
<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>	

Data Protection – Preparing for the GDPR London and Manchester



The EU General Data Protection Regulation (GDPR) is by far the biggest regulatory development in information law in 20 years. The Regulation imposes new obligations on controllers that all organisations must comply with from 25th May 2018.

This course provides delegates with a detailed insight in to the main provisions of the EU Regulation as well as the implications of Brexit, and offers practical guidance on what organisations should do to implement the changes. The content includes:

- the scope of the Regulation, including extra-territorial applicability
- key definitions
- the role of the lead authority
- the principles relating to personal data processing, including a detailed analysis of ‘consent’ and ‘legitimate business interests’
- new obligations on processors
- data breach notifications – what and how to notify, and when
- new obligations for Data Protection Officers
- data subjects’ rights
- data protection by design and default
- accountability
- codes of conduct and certification
- international data transfers
- consequences of non-compliance

Delegates attending this session must have a basic knowledge of 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.

“ Tutor was fabulous - helpful, expert and interested. Very Impressive. ”

Angela Kelly
NI Assembly

“ I found it useful that the tutor is a Solicitor and Legal Practitioner - it gave both perspectives. ”

Pippa Thompson
HEFCE

“ The course handouts and folder are always exceptionally useful. ”

Joe Luxton
Manpower

<p>The Trainer: Robert Bond, Partner, Bristows See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Data Protection Officers, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Monday, 29 January 2018 London: Monday, 26 February 2018 London: Tuesday, 01 May 2018</p>

Accountability – How to Comply with the GDPR’s Requirements

London, Manchester, Glasgow and Isle of Man



For the first time in data protection law, the GDPR introduces “accountability” as a compulsory legal requirement. In basic terms, accountability means that organisations will not only be required to comply with data protection requirements, but also that they must demonstrate that they comply.

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** (see page 4) 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>The Trainer: Jenai Nissim, Legal Director, TLT Solicitors See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT (€625 plus VAT) 10% discount for second delegate 15% discount for third and subsequent delegates (bookings must be made at the same time to receive multiple delegate discounts)</p>										
<p>Who should attend: Compliance Officers, Marketing Managers, 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>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>Glasgow:</td> <td>Monday, 12 March 2018</td> </tr> <tr> <td>London:</td> <td>Wednesday, 04 July 2018</td> </tr> <tr> <td>Manchester:</td> <td>Friday, 28 September 2018</td> </tr> <tr> <td>Isle of Man:</td> <td>Monday, 15 October 2018</td> </tr> <tr> <td>London:</td> <td>Tuesday, 04 December 2018</td> </tr> </table>	Glasgow:	Monday, 12 March 2018	London:	Wednesday, 04 July 2018	Manchester:	Friday, 28 September 2018	Isle of Man:	Monday, 15 October 2018	London:	Tuesday, 04 December 2018
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Breach Notifications – Preparing for the GDPR

London



From May 2018, organisations are required to notify serious data breaches to both national data protection authorities and individuals, except in a narrow range of circumstances. 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 mandatory breach notification
- incident response plans and opportunities to mitigate risk
- implications for processors
- what the ICO, and other relevant regulators, will 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)

<p>The Trainer: Peter Given, Legal Director, Womble Bond Dickinson (UK) LLP See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates (bookings must be made at the same time to receive multiple delegate discounts)</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>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Monday, 25 June 2018 London: Monday, 03 December 2018</p>

Data Protection – Complying with the Rights of Individuals

London



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
- new 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** (see page 4) before attending this training course.

NEW COURSE FOR 2018

<p>The Trainer: Alison Deighton, Partner & Head of Data Protection, TLT Solicitors See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates (bookings must be made at the same time to receive multiple delegate discounts)</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>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: TBC London: TBC</p>

How to Conduct a Data Protection Audit

London



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

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

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

“ Very good. ”
Sean Topping
PSNI

<p>The Trainer: Olivia Whitcroft, Solicitor, OBEP See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Information Officers, Compliance Officers, Human Resources Officers, In-house Lawyers, Company Secretaries, Risk Management Officers, Internal Audit staff, Information Security Officers and others (private or public sector).</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Friday, 06 July 2018</p>

Training Staff in Data Protection

London



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

Practical and non-technical, this training session gives 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

“Excellent!”

Ian Boyes
Calderdale Metropolitan Borough Council

“Excellent course!”

Jacqueline Hamza-Tenpow
AQA

“Thanks – excellent.”

Theresa Bertorelli
IFDS

“Good clear practical guidance – well worth attending.”

Alison Bainbridge
Roehampton University

“All useful.”

Philip Berry
South West Trains

“Thank you. Very helpful.”

Debbie Bolton
Royal Academy of Dance

The session 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 core Principles for personal data use
- understand the additional measures required for special category 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

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** (see page 4) before attending this course.

<p>The Trainer: Stephanie Pritchett, Principal, Pritchetts See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Data Protection Officers, Information Officers, Privacy Officers, Compliance Officers, Information and Commercial lawyers (in-house and private practice), Office Managers, Human Resources Officers, Records Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Tuesday, 12 June 2018 London: Thursday, 06 December 2018</p>

Direct Marketing and the E-Privacy Regulations

London



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

This training course, which includes guidance on the upcoming E-Privacy Regulation (which is expected to enter into law later in 2018), provides delegates with a practical analysis of the legal rules that affect direct marketing as well as the use of cookies and other tracking technologies, and behavioural advertising.

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

- the different rules for different communication methods
- the distinction between opt-out and opt-in permissions, and when to use each
- how to ensure that your organisation can benefit from the ability to use opt-out permissions to legitimise its marketing
- what information must be included in direct marketing communications
- whether your organisation can use its existing database of contacts for marketing purposes
- whether and when it is lawful to use marketing lists purchased or acquired from third parties (e.g. list rental agencies and merged or acquired businesses)
- how to comply with the new requirements for website cookies and other tracking technologies
- how to ensure that marketing messages in apps, such as in pop-ups, are lawful
- the powers of the Information Commissioner to fine organisations for breaches of the legal requirements

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

“ Excellent! Both practical and informative. ”

Nicola Burns
Walt Disney

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

Eleanor Bonnet
Clearcast

“ Excellent interactive workshop all the way through. ”

Nadia Banno
BBC

<p>The Trainer: Olivia Whitcroft, Solicitor, OBEP See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Marketing Executives, Marketing Consultants, Brand Managers and Planners, Marketing Communications Officers, Marketing Account Directors, Advertising Directors and Managers, Compliance Officers, Data Protection Officers, Commercial Lawyers, Office Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) See the website for dates for this course</p>

Social Media - Legal Risks and How to Address Them

London



Social media tools and services are used by organisations as part of their day-to-day activities - to raise profile, to market products and services, to conduct research, to network and to communicate with customers and the public, and sometimes to gather information on individuals. The ability to instantly share information with a wide audience comes with significant legal risks, including misuse of personal data, copyright infringement and defamation.

Organisations can lose control of information as staff set up accounts – e.g. Facebook, Twitter, LinkedIn - to instantly network and communicate, often with little oversight from their employers. Similarly, whilst information about staff and customers may be easily available online, organisations face data protection and privacy concerns in re-using this information for their own purposes.

This session, which is fully up to date with the General Data Protection Regulation as well as the implications of Brexit, describes the information law risks associated with the use of social media, and provides clear guidance on the steps that organisations can take to address those risks, including:

- determining who is responsible for social media content
- identifying specific risks, including data protection, human rights, confidential information, intellectual property, defamation, and the provider’s terms of service
- essential considerations when using social media to communicate with customers, contacts or the public
- factors to consider when using social media to find out and use information, for example when marketing to customers, or investigating or making decisions about members of staff
- risks when providing a social media service or facility, which may be bespoke or may use a standard platform (such as Facebook)
- tips on how to set social media strategies, and to create clear and user friendly policies and procedures to achieve the objectives of the organisation whilst minimising the legal risks

“ A complex subject was made much clearer with practical examples and case studies. ”

Gina Coulson
BIS

“ All content of the course was very useful – the course materials were informative for me to take away and build on. ”

Tracy Morris
Ministry of Defence

“ Very useful introduction to the risks associated with social media. ”

Anna Ispas
Prudential

<p>The Trainer: Olivia Whitcroft, Solicitor, OBEP See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Marketing Executives, Information Managers, Legal Advisors, Data Protection Officers, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Monday, 16 July 2018</p>

Profiling and Big Data

London



Big Data is big business, and the technology that gives rise to the activity known as profiling has multiple benefits for both organisations and individuals. However, these benefits come with risks, and it is these risks that the GDPR seeks to mitigate against.

This practical session considers how organisations can reap the benefits of Big Data whilst minimising the risks of falling foul of the legal provisions, including:

- how data protection law applies to profiling and Big Data
- how the extended territorial scope of the GDPR catches ever more profiling activities
- the rights individuals have under the GDPR, including transparency, control, data minimisation and data portability
- controllers' increased accountability to individuals and the remedies available to individuals
- the circumstances in which profiling is acceptable
- how to reduce the risks of 'discriminatory' decision-making
- the relevance of the privacy by design and default regime
- the GDPR position on profiling and special category personal data
- practical guidance on what information must be supplied to customers and others
- how to obtain explicit consent, where required

<p>The Trainer: Fedelma Good, Solicitor, PricewaterhouseCoopers See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates (bookings must be made at the same time to receive multiple delegate discounts)</p>
<p>Who should attend: Compliance Officers, Marketing Managers, Human Resources Managers, Company Secretaries, IT Managers, Business Analysts, Information Managers, Legal Advisors, Data Protection Officers, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Tuesday, 12 June 2018 London: Thursday, 06 December 2018</p>

Data Sharing in the Public Sector

London



The UK 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 General Data Protection Regulation, as well as 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
- Data Protection Impact Assessments
- monetary penalties for serious breaches of the Data Protection Principles
- the impact on data sharing of the “non disclosure provisions” and exemptions under the DPA

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

<p>The Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Data Protection Officers, Information Officers, Environmental Information Officers, Information Managers, Freedom of Information Officers, Records Management Officers, Information Lawyers, Environmental Lawyers, Legal Advisors, Consultants and advisors to private sector companies providing public services or exercising public functions, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 05 July 2018 London: Wednesday, 05 December 2018</p>

Leadership Skills for Compliance Professionals

London



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.

The trainer is additionally available to coach you on an individual basis (or in small groups), either face-to-face or by telephone/online. For more information, please send an email to: coaching@pdptraining.com

“ 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>The Trainer: Nick Williams, Leadership Coach See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates (bookings must be made at the same time to receive multiple delegate discounts)</p>
<p>Who should attend: Compliance Officers, Data Protection Officers, FOI Officers, Information Governance Personnel, Human Resources Managers, Company Secretaries, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 15 March 2018 London: Thursday, 04 October 2018</p>



FOI Practical Training - Level 1 (Essential Knowledge)

London, Manchester and 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, 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** (see page 36).

<p>Trainers: Estelle Dehon, Barrister, Cornerstone Barristers Damien Welfare, Barrister, Cornerstone Barristers See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only) *The fee for both FOI Level 1 and FOI Level 2 booked together is £895 plus VAT</p>
<p>Who should attend: Freedom of Information Officers, Records Management Officers, Archivists, Data Protection Officers, Information Security Managers, Compliance Officers, Public and Private Sector Lawyers, Public Authorities, Legal Representatives, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Monday, 15 January 2018 Manchester: Monday, 05 February 2018 London: Monday, 23 April 2018 Belfast: Monday, 24 September 2018 Manchester: Tuesday, 16 October 2018 London: Monday, 22 October 2018</p>



FOI Practical Training - Level 2 (Applying the Exemptions) London, Manchester and 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** (see page 36).

<p>The Trainer: Liz Fitzsimons, Partner, Eversheds See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only)</p> <p>*The fee for both FOI Level 1 and FOI Level 2 booked together is £895 plus VAT</p>
<p>Who should attend: Freedom of Information Officers, Records Management Officers, Archivists, Data Protection Officers, Information Security Managers, Compliance Officers, Public and Private Sector Lawyers, Public Authorities, Legal Representatives, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Tuesday, 16 January 2018 Manchester: Tuesday, 06 February 2018 London: Tuesday, 24 April 2018 Belfast: Tuesday, 25 September 2018 Manchester: Wednesday, 17 October 2018 London: Tuesday, 23 October 2018</p>

FOI and Data Protection - How They Work Together

London, Manchester and Belfast



The competing demands of Freedom of Information and Data Protection legislation in the UK present challenges for all public bodies involved in collecting, holding and disclosing personal information. Understanding the interface between Freedom of Information laws (including the Environmental Information Regulations 2004) 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** (see page 36).

“ 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>The Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>												
<p>Who should attend: Information Officers, Environmental Information Officers, Freedom of Information Officers, Data Protection Officers, Information Lawyers, Legal Advisors, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <table border="0"> <tr> <td>London:</td> <td>Wednesday, 17 January 2018</td> </tr> <tr> <td>Manchester:</td> <td>Wednesday, 07 February 2018</td> </tr> <tr> <td>London:</td> <td>Wednesday, 25 April 2018</td> </tr> <tr> <td>Belfast:</td> <td>Wednesday, 26 September 2018</td> </tr> <tr> <td>Manchester:</td> <td>Thursday, 18 October 2018</td> </tr> <tr> <td>London:</td> <td>Wednesday, 24 October 2018</td> </tr> </table>	London:	Wednesday, 17 January 2018	Manchester:	Wednesday, 07 February 2018	London:	Wednesday, 25 April 2018	Belfast:	Wednesday, 26 September 2018	Manchester:	Thursday, 18 October 2018	London:	Wednesday, 24 October 2018
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Manchester:	Thursday, 18 October 2018												
London:	Wednesday, 24 October 2018												



Understanding the Environmental Information Regulations

London, Manchester and Belfast

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

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

Public authorities and their advisors, and those contracting with the public sector or carrying out public functions, need to understand the scope of the Regulations in order to handle information requests correctly. This session explains the meaning and scope of the EIR. It examines in detail the boundary with FOI, based on decisions of the Information Commissioner and Information 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

“Slides and materials very useful. I enjoyed the discussions from the case studies.”

Lynda Fay
Croydon Council

“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** (see page 36).

<p>The Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Information Officers, Environmental Information Officers, Information Managers, Freedom of Information Officers, Data Protection Officers, Information Lawyers, Environmental Lawyers, Legal Advisors, Consultants and Legal advisors to private sector companies providing public services or exercising public functions, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Thursday, 18 January 2018 Manchester: Thursday, 08 February 2018 London: Thursday, 26 April 2018 Belfast: Thursday, 27 September 2018 Manchester: Friday, 19 October 2018 London: Thursday, 25 October 2018</p>



Records Management 1

London, Bristol, Manchester, Cardiff, Edinburgh, Glasgow, Dublin, Belfast and 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 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

<p>The Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 37-38</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p>
<p>Who should attend: Records Managers, Archivists, Office Managers, Information Managers, Data Protection Officers, Records Management Officers, Compliance Officers, Freedom of Information Officers, Company Secretaries, Administrators, Database Managers, and others.</p>	<p>London: Thursday, 14 December 2017 Manchester: Thursday, 25 January 2018 Cardiff: Thursday, 01 February 2018 Glasgow: Wednesday, 07 March 2018 London: Monday, 09 April 2018 Dublin: Thursday, 17 May 2018 Bristol: Thursday, 14 June 2018 London: Tuesday, 17 July 2018 Manchester: Wednesday, 05 September 2018 Edinburgh: Thursday, 04 October 2018 Isle of Man: Thursday, 18 October 2018 Belfast: Thursday, 25 October 2018 Dublin: Thursday, 29 November 2018 London: Wednesday, 12 December 2018</p>
<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only)</p> <p>*The fee for both Records Management 1 and Records Management 2 booked together is £895 plus VAT</p>	



Records Management 2

London, Bristol, Manchester, Cardiff, Edinburgh, Glasgow, Dublin, Belfast and 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

“ 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

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.

<p>The Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 37-38</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>Manchester: Friday, 26 January 2018 Cardiff: Friday, 02 February 2018 Glasgow: Thursday, 08 March 2018 London: Tuesday, 10 April 2018 Dublin: Friday, 18 May 2018 Bristol: Friday, 15 June 2018 London: Wednesday, 18 July 2018 Manchester: Thursday, 06 September 2018 Edinburgh: Friday, 05 October 2018 Isle of Man: Friday, 19 October 2018 Belfast: Friday, 26 October 2018 Dublin: Friday, 30 November 2018 London: Thursday, 13 December 2018</p>
<p>Who should attend: Records Managers, Archivists, Office Managers, Information Managers, Data Protection Officers, Records Management Officers, Compliance Officers, Freedom of Information Officers, Company Secretaries, Administrators, Database Managers, and others.</p>	
<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only)</p> <p>*The fee for both Records Management 1 and Records Management 2 booked together is £895 plus VAT</p>	

Advanced Records Management

London, Manchester, Glasgow and Dublin



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>The Trainer: John Wilson, Director, JMW Mosaic See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Officers, Human Resources Managers, Office Managers, Company Secretaries, IT Managers, Business Analysts, Records Managers, Archivists, Information Managers, Legal Advisors, Data Protection Officers, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Monday, 16 April 2018 Manchester: Friday, 27 April 2018 Glasgow: Friday, 22 June 2018 Dublin: Friday, 29 June 2018 London: Wednesday, 26 September 2018</p>



Bribery Level 1: Essential Knowledge

London

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

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

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

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

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

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

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

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

<p>The Trainer: Keith Read, Compliance Expert See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only) *The fee for both Bribery 1 and Bribery 2 booked together is £895 plus VAT</p>
<p>Who should attend: Compliance Officers, Compliance Managers, Lawyers, Risk Managers, Corporate Security Officers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Monday, 10 December 2018</p>

Bribery Level 2: Implementing the Culture Change

London



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

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

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

“ Excellent, thank you Keith! ”

Angela Jura
The Prostate Cancer Charity

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

Dawn Kneafsey
Schueco UK Ltd

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

Catherine Harris
M+W UK

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

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

<p>The Trainer: Keith Read, Compliance Expert See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates (discounts apply to individually booked courses only) *The fee for both Bribery 1 and Bribery 2 booked together is £895 plus VAT</p>
<p>Who should attend: Compliance Officers, Compliance Managers, Lawyers, Risk Managers, Corporate Security Officers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Tuesday, 11 December 2018</p>

Modern Slavery

London



The UK Modern Slavery Act became law in March 2015 and has now become a very high profile issue for organisations, not least due to the recent £40M government boost to battle against modern slavery in the UK.

The legislation includes several new obligations, including a requirement on organisations with a turnover of £36M or more to prepare an annual slavery and human trafficking statement. As part of their modern slavery strategy, organisations are likely to need to appoint someone senior to be responsible for compliance, as the Act has numerous repercussions and involves risk assessments, due diligence and the introduction of new policies and training practices. Modern slavery may be unfamiliar territory to many organisations.

This one-day training course provides a thorough foundation in practical modern slavery, covering all critical areas including:

- what is the UK Modern Slavery Act?
- examples of companies implicated in modern slavery, and human trafficking
- what the Act means for my organisation
- how to manage third-party compliance
- the modern slavery dilemma
- what other organisations are doing
- training, education and communication
- modern slavery strategy and policy
- the annual slavery and human trafficking statement, including compliance measures

Delegates have the opportunity to work through a number of practical case examples and a major case study drawn from industry-specific scenarios, supported by relevant internationally-published Whitepapers produced by the course Trainer. The course is highly interactive, with plenty of opportunity for questions.

<p>The Trainer: Keith Read, Compliance Expert See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Compliance Managers, Compliance Officers, Lawyers, Procurement Managers, Procurement Officers, Risk Managers, Company Secretaries, Others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included)</p> <p>London: Wednesday, 14 March 2018 London: Thursday, 27 September 2018</p>

Whistle-blower Hotlines – Essential Knowledge London



Whistle-blowing is when someone - often an employee - reports suspected wrongdoing in their workplace, in the interest of either the organisation or the public. That suspected wrongdoing could involve something illegal, fraudulent, dangerous, unsafe, discriminatory, unfair or environmentally damaging.

Whistle-blowing is rarely out of the news - and many companies and organisations have whistle-blowing facilities, albeit of varying types. However, implementing an effective whistle-blower facility brings with it a myriad of practical challenges - and opportunities. Most organisations, for example, will always be concerned about volumes of calls - both too high and too low - and whether to extend their whistle-blower facilities to include their vendors and suppliers. The data protection and international challenges of whistle-blower hotlines also represent key and crucial issues.

Irrespective of what stage you have reached with the implementation and development of a whistle-blower facility, this invaluable training session provides everything that you need to implement and manage a genuinely effective whistle-blower hotline. The session includes:

- the psychology of whistle-blowing
- types of whistle-blowing facility - help lines and hotlines
- practical whistle-blowing - the key challenges
- data protection – how to ensure data protection compliance whilst maintaining an effective whistle-blowing facility
- international whistle-blowing issues
- the 'Mother Ship' Syndrome, and how to handle it
- communications - direct, indirect and subliminal
- vendors and suppliers
- case management and reporting channels

<p>The Trainer: Keith Read, Compliance Expert See Trainers' biographies on pages 37-38</p>	<p>£475 plus VAT* 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Records Managers, Archivists, Office Managers, Information Managers, Data Protection Officers, Records Management Officers, Compliance Officers, Freedom of Information Officers, Company Secretaries, Administrators, Database Managers, and others.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Monday, 11 June 2018</p>

Practitioner Certificate in Data Protection Qualification Refresher

London



This course is designed exclusively for holders of the **Practitioner Certificate in Data Protection** (please see page 34 & 35), and provides past successful candidates with practical guidance on how to implement recent changes to data protection law and practice.

This session, which includes instruction on the implications of the GDPR and Brexit, examines key developments that impact the way in which organisations manage their data protection responsibilities, including:

- legal requirements deriving from both legislation and court decisions
- the latest guidance from data protection regulators
- trends emerging from recent enforcement actions
- other developments that affect the way in which those responsible for data protection within organisations perform their roles

This course is most suitable for candidates who acquired the **Practitioner Certificate in Data Protection** at least two years previously.

“ A good overview of cases and how things have moved on over the years. A helpful overview of GDPR legislation. ”
Sarah Rudge
Ofqual

“ A very interesting course. The trainer is very articulate and engaging, encouraging delegates to share experiences which is a great way to learn. ”
Jerome Smith
Ecclesiastical Insurance

“ Very engaging and enjoyable. ”
Salomy Maromani
Department of Education

<p>The Trainer: Damien Welfare, Barrister, Cornerstone Barristers See Trainers’ biographies on pages 37-38</p>	<p>£475 plus VAT 10% discount for second delegate 15% discount for third and subsequent delegates</p>
<p>Who should attend: Holders of the Practitioner Certificate in Data Protection.</p>	<p>Short Day – 10.00am to 4.00pm (lunch included) London: Wednesday, 11 July 2018</p>

Practitioner Certificate in Data Protection



The **Practitioner Certificate in Data Protection** (“PC.dp.”) is the world’s leading practical qualification on European data protection. 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.

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, 18th June 2018 (London & Glasgow)
- Monday, 10th December 2018 (London & Belfast)
- Monday, 17th June 2019 (London and Glasgow)
- Monday, 9th December 2019 (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

Includes full
GDPR
instruction

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 34), but with the following additional benefits:

- training over four consecutive days (Wednesday to Saturday) instead of five, minimising time away from work
- a comfortable four star hotel venue, equipped with a gymnasium, pool, and spa facilities, with each candidate having their own bedroom
- accommodation, breakfast, lunch and dinner included in the Programme fee

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

Upcoming Residential Programme dates:

- Wednesday 16th May - Saturday 19th May 2018
- Wednesday 3rd October - Saturday 6th October 2018



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 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	
<ul style="list-style-type: none"> ■ FOI Practical Training - Level 1 (Essential Knowledge) ■ FOI Practical Training - Level 2 (Applying the Exemptions) 	<ul style="list-style-type: none"> ■ FOI and Data Protection - How They Work Together ■ Understanding the Environmental Information Regulations

Each course is held in several cities at various times of the year – see pages 22-25.

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.



Estelle Dehon, Barrister, Cornerstone Barristers

Estelle Dehon is a public law barrister practising at Cornerstone Barristers. She works across a wide range of areas (including information law, community care, and planning and environmental

law), and is a member of the Attorney-General's C Panel. Estelle's information law practice entails providing advice and advocacy in matters concerning freedom of information, data protection and environmental information. She has experience of appearing before the First-Tier Tribunal (Information Rights) and experience of pursuing and resisting damages claims in the High Court alleging breaches of the Data Protection Act. She wrote the 'fair, lawful and transparent processing' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018). Estelle is a Member of the Editorial Board of *Freedom of Information Journal*.



Alison Deighton, Partner & Head of Data Protection, TLT Solicitors

Alison Deighton is Partner at TLT Solicitors and advises a wide range of businesses and public sector clients on all aspects of information law. Alison has extensive experience advising clients

on data protection compliance issues, including drafting privacy notices and policies, delivering training, advising on international data transfers, advising on marketing compliance issues, dealing with ICO investigations, conducting audits, managing data breach incidents and advising on data sharing arrangements. Alison also has significant experience advising organisations on GDPR implementation requirements. Alison wrote the 'enforcement' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018).



Liz Fitzsimons, Partner, Eversheds

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

Liz has experience in helping clients with complex and sensitive information requests, internal appeals, defending complaints to the ICO and working with the Information Tribunal. She has advised on publication schemes, FOI planning and strategy, contractual provisions and negotiations, confidentiality arrangements and related data rooms, policies and procedures. Liz also advises on EIR issues. Liz is a Member of the Examination Board on the Practitioner Certificate in Freedom of Information.



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*.



Fedelma Good, Director, PwC

Fedelma Good is a Director in PwC's multi-disciplinary data protection practice in London. Fedelma joined PwC in November 2017 from Barclays UK, where she was Director of Information Strategy and Governance.

Fedelma has expertise and experience in a unique combination of technology, marketing, regulation and information/data management issues.



Jenai Nissim, Legal Director, TLT Solicitors

Jenai Nissim is Legal Director at TLT Solicitors. She has extensive experience advising UK and US businesses on European privacy requirements, negotiating multi-national data transfer agreements, handling breach

notifications and investigations, undertaking data protection audits, and providing data protection training. Most recently Jenai has been instrumental in establishing and leading an enterprise wide compliance project and gap analysis of the General Data Protection Regulation (GDPR), identifying key changes and impacts to business processes and procedures. She wrote the 'accountability' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018). Jenai is qualified with the Practitioner Certificate in Data Protection.

PDP Trainers



Stephanie Pritchett, Principal, Pritchetts

Stephanie Pritchett is a Solicitor and Principal of Pritchetts, a specialist data protection and privacy law firm. She advises a wide range of both private and public sector clients on all aspects of data protection, freedom of information and privacy law. This has included advising on data protection and data retention audits, implementing internal compliance programmes and policies, compliant transfer of data in and outside the EEA, buying and selling of databases, marketing and website compliance, data security, use of CCTV and dealing with subject access requests as well as on the interaction between FOI and data protection legislation. Stephanie is a Member of the Editorial Board of *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'.



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.



Eduardo Ustaran, Partner, Hogan Lovells

Eduardo Ustaran is a Partner at Hogan Lovells advising international clients, including leading FTSE 100 companies, on the adoption of global data protection compliance strategies. Eduardo wrote the 'data exports' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018). He is a regular contributor of articles to *Privacy & Data Protection Journal*.



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, and regularly addresses conferences and seminars on these topics. He wrote the 'territorial scope and definitions' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018). Damien is a Member of the Examination Board on the Practitioner Certificate in Freedom of Information Programme.



Olivia Whitcroft, Solicitor, OBEP

Olivia Whitcroft is a solicitor and has worked in the field of data protection for 18 years. Having led the data protection practice at PricewaterhouseCoopers Legal LLP for several years, she now runs her own legal practice, specialising in data protection and technology laws. Olivia enjoys assisting her clients with their data protection frameworks, including assessing risk and finding practical solutions in the context of their specific situations. She wrote the 'data protection impact assessments' chapter of *Data Protection – a practical guide to UK and EU law* (5th Edition, 2018). Olivia is a Member of the Examination Board for the Practitioner Certificate in Data Protection.



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, FOI compliance, records management skills, anti-money laundering or bribery, we can develop a course to fit your needs.

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

The advantages of in-house training

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

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

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

Quality training

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

Contact details

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

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

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

