

## **DATA PROTECTION TRAINING COURSES**

### **BY Act Now Training Limited**

**Our Approach:** We try to present a practical training session with an emphasis on allowing delegates to do their job whilst respecting the law. We do not see any merit in taking too strict an approach that puts barriers in your day to day activities.

Too often courses in this area leave public sector delegates feeling short changed. They are often too legal in content or are delivered by people with no practical experience of implementation in this field. We have developed a reputation for delivering highly practical courses, which combine a thorough explanation of the law together with practical advice all geared towards your organisation.

All these courses are designed to be delivered at your premises. If you prefer to send delegates to external courses please visit the Act Now Training website at [www.actnow.org.uk](http://www.actnow.org.uk).

#### **Course Timings:**

Full Day: 10am to 4pm - 1 hour for lunch and 15 minute am and pm break

Half Day (am or pm) - 3 hours with 15 minute break

**Requirements:** Screen, flipchart and projector to link with our laptop. We will send you a master copy of the delegate pack to be copied by you at your expense.

#### **What courses are available?**

1. Basic Half Day Training Course
2. Full Day Workshop
3. Information Sharing: The Law and Practice
4. One Hour Introductory Course
5. Data Protection and Freedom of Information
6. Data Protection Training for Councillors
7. Data Protection and Marketing
8. Handling Requests for Personal Data under DPA, FOISA and FOI

***We set out below some examples of data protection course outlines. These can all be tailored to meet the needs of the delegates:***

#### **1. Basic Half Day Training Course**

This course aims to raise the awareness of your staff in respect of their rights and responsibilities under the Data Protection Act 1998. Both the legal implications are examined and the practical measures that you can take to comply with the legislation. Key topics include:

- Self Assessment Exercise
- Automated data, Manual records & Accessible Records
- The Eight Data Protection principles
- The Subject Access Regime in detail incl. tricky situations, third party data and exemptions
- Rights for individuals
- The data protection codes of practice
- Exemptions and enforcement
- Associated Legislation
- The Human Rights Act 1998 connection

- The freedom of Information Act and its link with data protection

## **2. Full Day Workshop**

This is a complete A-Z guide to the Data Protection Act 1998 and its Codes of Practice. This interactive course, packed with case studies and exercises, will cut through the legal jargon and give you an action plan for compliance. Key topics include:

### **Personal Data in the light of the Durant Case**

Paper Records

Changes in the light of Freedom of Information

### **The Eight Data Protection Principles**

The Fair Processing Code

Transferring Data Abroad

Retention Schedules and Security of Data

When consent is needed? Opt in/out forms

### **Subject Access Explained**

What is disclosable and when

Exceptions

### **Codes of Practice**

CCTV and Surveillance

Employment and Personnel Records

### **Associated Legislation**

DP Codes of Practice

Human Rights Act

Freedom of Information Act

Regulation of Investigatory Powers Act

### **Latest Hot Topics and Cases**

Data Sharing for Crime Prevention and Anti Social Behaviour

Use of Council Tax Data

Use of Data for Marketing

Implications of the Soham Trial, Climbie Report & the IRT/IRS Project

Fraud Detection and The National Fraud Initiative

One Stop Shops and CRM Databases

## **3. Information Sharing: The Law and Practice (full day)**

Media stories e.g. Naming of Paedophiles, CRB Checks on teachers, the Soham trial, the Bichard Inquiry, the Climbie Report and the British Gas case suggest that there is widespread ignorance of the extent to which these activities can be carried out lawfully by public sector organisations and other agencies. With the introduction of Entitlement/Identity Cards this will be even more of a hot topic. This practical, full day course, course will guide you through the maze of legislation in this area and give you a checklist for compliance. Key topics include:

### **Data Protection and Human Rights**

Main principles and rights

Exemptions allowing sharing Information without consent

Privacy rights - Article 8 ECHR

Relevant caselaw

### **Wider Legal Considerations**

Law of confidentiality and breach of confidence

Sharing in the Public Interest

Vires and public sector legal powers to share information  
Specific legal powers

**Data Matching**

Applying the law  
Fraud detection and the National Fraud Initiative

**Crime Prevention and Detection**

Naming and shaming  
Anti social behaviour and ASBO's  
Home Office Guidance

**Specific Information Sharing Initiatives**

Use of Council Tax data  
The IRT/IRS Project  
One Stop Shops and CRM databases  
Entitlement/Identity Cards  
Connexions

**The Consent Model**

What is consent?  
Who can give it?  
How to get it

**Practical Help**

Information Commissioner Guidance  
Information sharing protocols  
DCA Data Sharing Toolkit

**4. One Hour DPA Introductory Course**

This is a basic course on the main provisions of the Data Protection Act 1998 to enable staff to recognise data protection issues, be aware of their responsibilities in dealing with personal data and to give them a checklist for dealing with subject access requests.

**5. Data Protection and Freedom of Information (two hours to full day)**

We can also deliver a course combining the Data Protection Act and the Freedom of Information Act. This can be from two hours in length to a full day. Full details available on request.

**6. Data Protection Training for Councillors (half day/2 hours)**

This course is similar to the basic awareness course on DP (above). It will be geared specifically towards elected members and the DP issues they face.

Before any training is commenced We will agree the precise content and timings with the course organiser.

**7. Data Protection and Employee Data (half day and full day)**

**The Data Protection Act 1998** cuts to the heart of every organisation which processes information about living individuals. In particular it has a big impact on human resources and personnel departments who handle personal data about employees. The Act, together with the new consolidated Employment Practices Data Protection Code, governs the way employee records are handled from recruitment through to retention and destruction. This workshop examines best practice when dealing with recruitment, monitoring, the use of

sensitive data, and difficult issues such as references, access to files, staff surveillance and disciplinary situations. It is suitable for the both the public and the private sector delegates especially those working in human resources.

## **7. Data Protection Training for Councillors (half day/2 hours)**

This course is similar to the basic awareness course on DP (above). It will be geared specifically towards elected members and the DP issues they face. Before any training is commenced we will agree the precise content and timings with the course organiser.

## **8. Data Protection & Marketing (full day)**

*A workshop examining the data protection issues around marketing, sales and Promotion*

**The Privacy and Electronic Communications (EC Directive) Regulations 2003** have been in force for almost two year but many organisations are unaware of their very wide scope. Together with the Data Protection Act 1998, they are the framework for the promotion and marketing of products, services and ideas in the UK. Data Protection and privacy rules affect a wide variety of activities including commercial ventures, fundraising, consultation and the launch of new public/private sector services. This course is designed to ensure that efforts to promote and inform the public about your organisation or services (whether by e mail, post, phone, fax or text message) do not fall foul of the law. This course is suitable for the both the public and the private sector.

### **Key Topics**

#### **What activities are covered by the DPA and Regulations?**

- How far does the definition of marketing go?
- It not just selling!

#### **The Data Protection Act 1998**

- The Eight Principles and their effect on marketing
- Section 11 – the right to prevent marketing
- Consent

#### **The Privacy and Electronic Communications Regulations**

- Where do they come from?
- What do they cover?

#### **Promotional Methods and the Law**

- Mail
- Telephone
- Email
- Text messaging
- Fax

#### **Specific Issues**

- Photographs and images and websites
- Use of the Electoral Roll
- The DMA Preference Services
- Payroll and payslip marketing

#### **Enforcement**

- Information Commissioner's powers
- Other bodies e.g. DMA, ICSTIS

#### **Case Studies**

- When marketing goes wrong
- Scenarios for discussion and debate

## **8. Handling Requests for Personal Data under DPA, FOISA and FOI (full day)**

Personal information is a big target for Freedom of Information and Data Protection requests. This workshop is designed to allow delegates to explore these areas thoroughly using plenty of case studies and group discussions. The latest caselaw and Information Commissioners' decisions will be examined. We will also discuss cases from other jurisdictions including Australia and the Republic of Ireland.

**Course Objective:** To teach delegates how to handle requests for personal data under the Data Protection Act 1998, the Freedom of Information Act 2000 and the Freedom of Information (Scotland) Act 2002 (Edinburgh only).

### **Rights of Access to Personal Data : An Overview**

Quick knowledge check followed by brief overview of the right of access under DPA and FOI/FOISA incl., who can apply, what information is covered, time limits, fees etc?

### **Requests for Applicant's Own Data**

How to deal with a request by the applicant for his/her personal data:

- Data Protection Act factors
- Subject access procedures
- Fees and timescales
- Standard forms
- Comparing DPA with FOI/FOISA

### **Requests for Third Party Data**

How to deal with requests for personal data, relating to third parties, without harming individuals:

- DPA considerations
- Relevant exemptions under FOI/FOISA
- The Public Interest factors
- Sensitive Personal Data
- What information should never be disclosed?

### **Balancing FOI and Personal Privacy**

Applicability of the Human Rights Act 1998

Article 8 ECHR – Right to privacy

Privacy caselaw

### **Latest Decisions To Be Discussed**

### **Speakers**

**All our speakers are experts and leaders in this field with years' of experience in both working in and doing training for the public sector.**

### **FEES**

**The fee for each course depends on the precise content, travelling and preparation time. To discuss your particular training needs and to receive a full quotation please get in touch:**

**Email: [info@actnow.org.uk](mailto:info@actnow.org.uk)**

**Tel: 01924 451054**

**Or complete the enquiry form on our website [www.actnow.org.uk](http://www.actnow.org.uk)**