

DATA PROTECTION AND FREEDOM OF INFORMATION FOR SCHOOLS

How would you answer the following questions?



- A journalist asks for a copy of your School Development plan
- A parent asks for a copy of the last Governors meeting's minutes
- Parents want to take photographs of their children on sports Day
- A journalist asks to see the school's recycling policy and your projected carbon footprint for next year
- A local shopkeeper asks to see your school visiting book as there have been a number of thefts from his shop
- A teacher sets up a hidden camera in the Science room to catch a thief who has been stealing school property

PUBLIC COURSES (£99 plus vat)

This course will help you answer the above questions and cut through all the jargon. The course lasts 3 hours and covers both Acts in detail. There are case studies and video to enhance the learning experience. It will be offered in 5 regional venues in Spring 2012.



ONLINE COURSES (£20 plus vat)

An introduction to the law about Data Protection and Freedom of Information specifically for schools. The course lasts one hour and there is an online quiz at the end and delegates can download the materials and a certificate.

VENUES AND TIMINGS FOR PUBLIC COURSES



ONLINE COURSES

Monday 16th January
Monday 6th February
Monday 12th March
Monday 23rd April
Monday 14th May
Monday 11th June

Courses start at 2pm and run for 1 hour

"Best informative training yet received."
CB, Hamilton Infants School

"The course was well presented and easy to take in."
JA, Archbishop Thurstan School



ACT NOW
TRAINING

Act Now Training Ltd 64 Bradford Road, Dewsbury, WF13 2DU

Tel 01924 451054 | Fax 01924 451129 | Email info@actnow.org.uk | Web www.actnow.org.uk



"I now have better awareness of the law and where the school stands in the bigger picture."
GA, Grafton Primary School

INHOUSE TRAINING (£950 plus vat)

The course is also available to Councils, LEAs and Children's Services to be delivered in house. You provide the room and a screen and we do the rest! You can train up to 25 delegates on one course. The workshop includes:

- Documentation for delegates
- Certificate of attendance
- Case studies
- The course lasts 3 hours (inc break)

FULL DAY AUDIT (£1,500 plus vat)

Act Now Training has created what we call an Information Rights Day. We will undertake a review of your existing compliance with information legislation, deliver relevant training and make recommendations about how to comply in future. All our consultants have experience of working in and with local authorities, as well as delivering training for over 1,300 schools and colleges. The day includes:

- Pre-visit questionnaire
- Review of policies
- Review of notification
- Review of Publication Scheme
- Website compliance
- Briefing for Staff/Governors
- Information Asset & Risk Register
- Briefing for students on using IT safely.



AUDIT CHECKLIST
 Audit Satisfactory
 Nonconformances Found
 Observations Made

"The whole day was very well presented and useful. It was very informative and I learned a lot. I was totally engaged throughout."

PW, Eversley Primary School



"Very informative and enjoyable."

DS, Heckmondwike Grammar School

"What is a dry subject was very interestingly delivered."

VK, Children's Services

"Knowledgeable trainer covered a range of Data Protection and FOI in an interesting way."

DR, Pembury House

"The speaker was very informative; the course was delivered in a way it could be easily understood."

KC, Mount Lourdes Grammar School

"Made me think of what information we give out without thinking - put best practice in place."

AH, Valley Road Primary School

FOR MORE INFORMATION PLEASE CONTACT US

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