

CERTIFICATE IN DATA PROTECTION

CERTIFICATE IN FREEDOM OF INFORMATION



- Do you need to learn about DP/FOI quickly?**
- Do you want an internationally recognised qualification?**
- Do you have a limited training budget?**

The ISEB Certificates in Data Protection and Freedom of Information provide a cost-effective solution to your information law training needs. Our courses are designed to benefit both new DP/FOI officers as well as experienced practitioners. Our speakers are well known experts in their field who deliver a comprehensive course with the most up to date materials. Don't just take our word for it - read the testimonials below.

Thank you for a great course - as always all the trainers at Act Now were extremely knowledgeable, approachable and made the learning experience really enjoyable.

KF, St Helens Council

I thoroughly enjoyed studying the ISEB and found you an excellent instructor. JM, NHS Kent and Medway

I will definitely be referring people to take the ISEB's and other courses with Act Now, as I've always found you most informative, on all subjects. PR, Birmingham City Council

I will highly recommend Act Now in the future as I feel that the training and conditions were excellent.

VW, North East Strategic Health Authority

I feel much more informed now on all FOI/DPA related matters. Please pass on my thanks to everyone involved. I hope to be able to take part in your courses in the future. JB,

Anglia Ruskin University

I have found your course to be of enormous value to me in my new IG role. AH, Hampshire County Council

**PASS
RATE**

**FREEDOM OF
INFORMATION**

92%

**DATA
PROTECTION**

80%

WHY OUR COURSES ARE DIFFERENT

We charge one fee which includes the exam fee and no hidden extras.

Delegates do a full 3 hour mock exam which is marked by the tutor (with written feedback).

We run live and interactive webinars before the exam to aid delegate study and revision.

All delegates receive a comprehensive set of materials including copies of all legislation.

All our courses are run in city centre hotels and include lunch and refreshments.



Day 1 to 5

Lectures, case studies and exercises including a full tutor marked mock exam

Day 6

EXAM (1pm to 4pm)



Our speakers are **Ibrahim Hasan, Paul Simpkins, Tim Turner** and **Phillip Bradshaw**. They are renowned experts who have many years of experience in training and advising on all aspects of information law.



The fee (£1,750 plus vat) includes:

- Attendance on all days of the course
- Live online revision sessions
- The exam fee (payable to ISEB)
- Lunch and refreshments (Day 1-5)



THREE EASY EAYS TO BOOK

Telephone 01924 451 054

Online www.actnow.org.uk/booking

Email info@actnow.org.uk



DATA PROTECTION OUTLINE

- Development of Privacy law
- Types of data
- The 8 principles
- Exemptions
- Rights of individuals
- Data Loss and Security
- Data Matching and Data Sharing
- Enforcement & Penalties
- Notification
- Recent high profile cases
- Privacy Impact Assessments

FREEDOM OF INFORMATION OUTLINE

- Rights of Access
- Publication Schemes
- Fees
- Vexatious Requests
- Exemptions
- Drafting Refusal Notices
- Commercially sensitive information
- Access to contracts and tenders
- Access to dead peoples' information
- Records Management
- Enforcement and Appeals

For full course outlines visit our website - www.actnow.org.uk/iseb



BELFAST

ISEB DP - Starts 19th Sept
ISEB FOI - Starts 12th Sept

EDINBURGH

ISEB DP - Starts 10th Sept

MANCHESTER

ISEB DP - Starts 14th Jun
ISEB FOI - Starts 21st Jun

CARDIFF

ISEB DP - Starts 12th Sept

LONDON

ISEB DP - Starts 12th Jun
ISEB FOI - Starts 19th Jun
ISEB DP - Starts 28th Nov
ISEB FOI - Starts 4th Dec