



# Data Protection Policy Pack



The Information Commissioner is now using his powers to fine; media interest in data protection stories has never been higher, and the public's expectations remain as strong as ever. With email, blogs, Twitter and Facebook at their fingertips, sensitive information can go airborne before you even know it. Meanwhile, with pressure on spending, posts going empty and perhaps even DP people going as well, the ability to keep on top of a Data Protection landscape that never stops changing may be difficult to achieve. The Act Now Policy and Guidance Pack will help your organisation deal with all this.

The Policy and Guidance Pack is designed to cover a range of Data Protection issues, to ensure that you cover a wide range of common issues and challenges in one pack. From decisive policies that will define your corporate approach to a range of simple procedures, agreements and guidance, the aim is to provide a stack of documentation ready for adoption, but flexible enough to be adapted for your needs. You can put them in place now, you can completely rewrite them, or we can adapt them for you. Plug the gaps or clear the decks and use them all, it's up to you.

As the current UK cost of 2 faxes sent to the wrong place is currently £100,000, the Act Now Policy Pack could be your best investment.

<b>CONTENTS</b>	<b>POLICIES</b>	<b>PROCEDURES</b>
	<ul style="list-style-type: none"> <li>A detailed corporate policy on Data Protection, including policy statements on each of the Data Protection principles &amp; requirements for security</li> <li>The use of Social Media in and out of work</li> <li>An information risk policy to help you set up a system of Information Asset Risk Management, including appointing a SIRO and Information Asset Owners</li> </ul>	<ul style="list-style-type: none"> <li>for sending information by phone, post &amp; fax</li> <li>for handling and loss of paper records</li> <li>for building clearance</li> <li>Also includes confidentiality agreements, data processing agreements and contract clauses</li> </ul>
		<b>GUIDANCE</b>
		<ul style="list-style-type: none"> <li>A guide to writing data sharing agreements</li> <li>on using of images of people</li> <li>on dealing with subject access requests</li> </ul>

<b>PRICE</b>	<b>CD ROM (£99 plus vat)</b>
	The CD contains an electronic version of all documents in Word and PDF versions.
	This comes with a with perpetual multi user license allowing you to adapt and use the contents for any internal use.
	You can amend and customise the guidance to suit your organisation's purposes.

# POLICY PACK ORDER FORM

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## FOUR EASY WAYS TO ORDER

<b>PHONE</b>	<b>01924 451054</b>	<b>POST</b>	Act Now Training Ltd, 64 Bradford Road, Dewsbury, WF13 2DU
<b>FAX</b>	<b>01924 451129</b>	<b>EMAIL</b>	<a href="mailto:info@actnow.org.uk">info@actnow.org.uk</a>

**Order Conditions** You will receive your order and an invoice by post as soon as possible.

**Data Protection** We will use your information for administering your order and to keep you informed of Act Now events and services. If you do not want us to do this please let us know. We do not share your details with any other organisation. A full privacy policy can be read on our website.

## FAX AWARENESS POSTER



Following the Information Commissioner's fine of £100,000 upon Hertfordshire County Council, now is the perfect time to raise awareness of the dangers of using the fax machine to send sensitive personal data. To help you do this, Act Now Training has designed an A3 colour poster which can be put up next to every fax machine. This will prompt staff to think carefully about what they are doing and to check they have the right number.

You can also buy the electronic version of the poster in pdf and eps (print ready format). This will allow you to make as many copies as you like for distribution internally as well as post it on your intranet and bulletin board.

- Hard Copy** - £1.50 plus VAT per copy. Please state quantity required \_\_\_\_\_
- Electronic Copy on CD** (pdf and eps format) - £99 plus VAT