

# DATA PROTECTION: From A to Z

Over the past few months, many public and private sector organisations have been found to have breached the **Data Protection Act 1998** (DPA). The list includes HMRC, a famous high street retailer, a bank, a solicitors firm and a government department. The DPA applies to all processing of personal data. As a result of the latest data security breaches, the Information Commissioner is due to get tougher powers to enforce the Act including carrying out "spot checks." The fines for non compliance may also increase with an added penalty of imprisonment for serious offences. Whatever type of personal data you process; this workshop will cut through the legal jargon and give you an action plan for compliance. Time will also be spent discussing real life case studies.

**Manchester** - 2<sup>nd</sup> October 2008  
**Belfast** - 16<sup>th</sup> April, 22<sup>nd</sup> October 2008  
**London** - 2<sup>nd</sup> July, 5<sup>th</sup> November 2008  
**Edinburgh** - 1<sup>st</sup> October 2008

£245 + vat

## Programme – 10am to 4pm

### Key Topics

#### **When Does the Act Apply?**

- "Personal Data" in the light of the Durant and other cases
- Paper Records
- Changes in the light of Freedom of Information

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

- The Fair Processing Code
- Transferring Data Abroad
- Retention Schedules
- When consent is needed?
- Opt in/out forms

#### **Subject Access Explained**

- What is disclosable and when
- How far do you have to go? (Ezsias v Welsh Ministers case)
- Exceptions

#### **Information Security**

- Your legal responsibilities
- Technical and organisational measures
- Contracts with data processors
- Employees responsibilities
- Implications of Child Benefit data loss

#### **Enforcement and Penalties**

- Damages and Civil Actions
- Role of the Information Commissioner
- The new "spot check" powers explained

#### **Codes of Practice**

- CCTV (revised) and Surveillance
- Employment and Personnel Records

#### **Associated Legislation**

- 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  
 Violent Warning Markers  
 Use of Data for Marketing  
 Implications for Contact Point  
 Fraud Detection and The National Fraud Initiative  
 One Stop Shops and CRM Databases  
 Biometrics in Schools

#### **Case Studies and Action Plan**

### **Who Should Attend?**

Anyone who handles, or advises on, personal data as part of their duties including:

- Data Protection Officers
- Legal advisers
- Auditors
- Community Safety Teams
- Policy Officers
- Personnel Officers
- Social Services Staff
- CCTV Managers
- Housing Officers
- Education Professionals

This course is ideal for frontline staff as well as managers, both in the public and the private sector.

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### **Accredited by:**

**The Law Society**

**The Institute of Legal Executives (ILEX)**

4.5 Hours CPD  
 Law Society Reference CJP/ANTL

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### **Comments from Previous Delegates**

*"Quite simply the best two speakers on the subject in the public sector."*

*"A brilliant double act – filled with practical examples and in depth knowledge of the subject."*

*"Made a very difficult & complex subject informative and entertaining."*

*"A combination of law and practicality delivered with a wicked sense of humour."*

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### **Our Speakers**

**Ibrahim Hasan & Paul Simpkins**

Ibrahim and Paul are well known trainers and writers in this field with many years of public sector experience. Paul was previously a Data Protection Officer and Ibrahim a Principal Solicitor for local authorities in West Yorkshire. Both are examiners for the ISEB Certificate in Data Protection and have lectured on this topic throughout the UK and abroad.

Full biographies at: [www.actnow.org.uk](http://www.actnow.org.uk)

### MORE INFORMATION LAW RESOURCES

Act Now Training is the UK's leading provider of courses on information law and information management for the public sector. We have a wide range of resources and articles on our website and all are completely free:

#### **Free Information Law Newsletter**

Act Now publishes a free quarterly e mail newsletter on all aspects of information law/information management. It is packed full of the latest stories, articles and links relating to data protection, freedom of information, surveillance law and records management. With over 5,000 subscribers, it is the most popular newsletter of its kind for the public sector.

#### **Freedom of Information Podcast by Ibrahim Hasan**

The UK's first and only freedom of information podcast. Listen to Ibrahim talk about the latest FOI decisions from the Information Commissioner and the Information Tribunal. Listen to guest interviews and download previous scripts. This resource has been reviewed in the Times and is the best way to keep up top date with the latest developments in FOI law and practice.

Full details on our website [www.actnow.org.uk](http://www.actnow.org.uk)

### IN HOUSE COURSES

We provide external as well as customised in house training for your organisation at a very competitive price. Our other courses include:

- Data Protection
- Freedom of Information
- Environmental Information Regulations
- RIPA and Surveillance Law
- Records Management
- Email and Internet Monitoring
- Surveillance Techniques
- Re Use of PSI Regulations
- Internet Law
- Information Security
- Contract Drafting
- Anti Social Behaviour Orders (ASBOs)
- Giving Effective Evidence
- Writing Witness Statements
- Local Authority Prosecutions
- Employment Law

A list of our courses, in house clients and testimonials can be read on our website: [www.actnow.org.uk](http://www.actnow.org.uk) Contact us to discuss your training needs on 01924 451054 or by e mail : [info@actnow.org.uk](mailto:info@actnow.org.uk)

## BOOKING FORM

Delegate(s) Details - Please complete in BLOCK CAPITALS			
Delegate Name(s)			
Course Title, Venue & Date			
Organisation			
Full Address			
Phone and Fax Numbers		Email :	
Invoice address (if different)			
Our Reference (if any)		Purchase Order Number (required)	

### Four easy ways to book

- Phone** on **01924 451054**
- Fax** your booking form to **01924 451129**
- Post** your booking form to Act Now Training Ltd, 64 Bradford Road, Dewsbury, WF13 2DU
- Book Online** at [www.actnow.org.uk](http://www.actnow.org.uk) where additional information incl. venue maps are available

**Fee:** The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included.

**Booking Conditions:** You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. Cancellations will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Substitute delegates are welcome at any time without additional charge. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control.

**Disabilities & Special Needs:** If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

**Data Protection:** We will use your information for administering your attendance at Act Now training courses and to keep you informed of future Act Now events. 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.