

Complying with the Data Protection Act 1998

Duration: 1 day

This one day course provides a comprehensive outline of the requirements of the Data Protection Act 1998 for those responsible within an organisation for ensuring Data Protection compliance.

Deliverables

On completion of this course delegates will:

- ❑ Define the jargon associated the Act;
- ❑ Specify the compliance requirements of the eight data protection principles;
- ❑ Identify 'sensitive data' and associated control requirements;
- ❑ Respond to Subject Access Requests;
- ❑ Define a process for protecting data in compliance with the 7th Principle;
- ❑ Advise on the requirements needed before engaging with a data processor;
- ❑ Describe how the law is enforced;
- ❑ Ensure an up-to-date registered entry of processing purposes is maintained;
- ❑ Identify a process of developing a Data Protection System;
- ❑ Describe the link between data protection and CCTV and understand the compliance issues;
- ❑ How to comply with Commissioner's codes of practice on Employee Data;
- ❑ Understand the Commissioner's guidelines for monitoring at work;
- ❑ Outline the processes for auditing of Data Protection Systems.

Who should attend?

Data protection and information governance officers; members of Information Security or Human Resource departments responsible for providing internal advice on the implications of Data Protection legislation; staff working in Internal Audit; owners of personal data; employees of data processors.

Pre-requisites

Attendance of the Fundamentals of Information Security course would be of benefit but is not essential.

Benefits

By attending this course at URM, delegates will benefit from receiving training from practicing consultants. It is our policy that all URM's trainers have real-life implementation and deployment experience which they can draw upon and share with course delegates.

Course style

The course is mainly traditional classroom training, will include group discussions.

Course topics

- ❑ Understanding the purpose of the Act and its language
- ❑ Roles and responsibilities
- ❑ The eight data protection principles
- ❑ Sensitive personal data processing
- ❑ The obligations of data controllers
- ❑ Protecting personal data – the links with ISO 17799:2005
- ❑ The rights of data subject
- ❑ Using risk assessment to identify 'appropriate controls' for protecting personal data
- ❑ The notification process, including renewal
- ❑ The development of a data protection system
- ❑ The requirements for data processors
- ❑ The Act and the use of CCTV
- ❑ Data Protection Employee Codes of Practice
- ❑ Auditing data protection systems

Associated courses

The following courses are recommended for those who wish to later gain a professional certification through the British Computer Society's (BCS), Information Systems Examination Board's (ISEB) qualifications:

- ❑ Certificate in Information Security Management Principles
- ❑ Certificate in Data Protection

Course cost

Please contact 0118 902 7298,
info@ultimariskmanagement.com
www.ultimariskmanagement.com

Location

The training takes place at locations throughout the UK. Where an organisation has five or more delegates, URM can offer training on a customer's site.

To register

For all enquiries, including dates, please contact 0118 902 7298,
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