

CONVERSION COURSE LEADING TO THE BCS PRACTITIONER QUALIFICATION IN DATA PROTECTION (2 days)

***(CONVERSION FROM THE CURRENT DATA
PROTECTION ACT BCS PRACTITIONER CERTIFICATE)***



A M B E R H A W K

**Amberhawk Training Limited
February 2018**



BCS PRACTITIONER DP/GDPR CERTIFICATE

(CONVERSION FROM THE CURRENT DATA PROTECTION ACT BCS PRACTITIONER

CONVERSION Practitioner course contents at a glance

The conversion BCS Practitioner GDPR/DP Bill syllabus is timetabled for two days with the 1hr exam at the end of the second day. The objective is to ensure a data protection officer **who already has the BCS DPA Practitioner Certificate** has an understanding of the main changes to the new Data Protection regime.

BCS DP Practitioner Certificate level of data protection understanding is assumed by the course tutors.

Content of Day 1	<p>The structure of the DP Bill. Changes to definitions (personal data, processor, controller, consent conditions and consent of a child etc),</p> <p>Impact of Law Enforcement elements of the Bill. Territorial scope, one-stop shop and jurisdiction. Interaction with the Directive on Security of Network and Information Systems. Special categories of personal data (Article 9 and 10). Processing that does not require identification.</p> <p>The seven data protection principles in GDPR: (legal basis, transparency, Accountability, security, incompatibility) and the main changes from the current regime. Transfers of personal data outside EEA.</p> <p>DPIA and Data Protection by Design, role of Data Protection Officer. Data Loss Reporting. Changes to the controller/processor relationship.</p> <p>Revision period and exercises to be done at home.</p>
Content of Day 2	<p>Data Subject Rights, restrictions on rights or obligations for specific circumstances, Records of processing activities, Powers of the Supervisory Authority and enforcement regime.</p> <p>Revision period and exercises</p> <p>BCS Exam from 4.00-5.00</p>

Broad objective of the course

To update and refresh the knowledge base of the holder of the BCS DP Practitioner Certificate to the level required for the Practitioner level of the new DP law.

Revision notes and exercises will be given at the end of the day;

Details of the **BCS DP CONVERSION PRACTITIONER** syllabus can be obtained from: <http://certifications.bcs.org/content/conWebDoc/58757>

What format is the exam?

One hour 'closed book':

- 15 multiple choice questions (2 marks each)
- 6 short answer questions (5 marks each)
- Pass mark is 65% (39/60)

Practitioner course details (location, dates, fees)

Where	Regus, 60 Cannon Street, London, EC4N 6NP	
When	Go to the Amberhawk website (www.amberhawk.com) and click on the Data Protection Practitioner button (left).	
When	You will be presented with a list of options. Click on BCS CONVERSION DATA PROTECTION PRACTITIONER to get the current dates	
Total fee (& breakdown)	£1,070+VAT	2 days training (£780) Mock done on day 1 evening (£145) Day 2 includes BCS exam (£145)

How to book the course?

There are three options:

- Use automated booking from (<http://www.amberhawk.com/dp.asp>), **or**
- Fill in the attached booking form from page 5 of this brochure, **or**
- Send an email to info@amberhawk.com with the details on the booking form.



AMBERHAWK

TERMS & CONDITIONS

Using the Booking Form

The booking form can be scanned in and e-mailed to bookings@amberhawk.com as an attachment. Alternatively, you could post the form to Amberhawk Training Limited at the address (see under Company Details). **If you do this, please send a confirmatory e-mail to bookings@amberhawk.com outlining the names of those attending.**

Payment

We accept the following methods of payment:

- by cheque
- by BACS payment
- by providing a purchase order reference/number to be used in our invoice
- by credit card (either by form or over the phone with our agent)

Please use the next pages to provide the relevant details. Note: if you would prefer us to pick up a credit card payment by phone, please provide a phone number

Cancellation and Payment Terms

Cancellations must be confirmed in writing, fax or e-mail and are subject to the following cancellation charges: more than 28 days notice - no charge; between 14 and 28 days notice - 50% of the fee; less than 14 days notice - 100% of the fee.

Company Details (Registered Office)

Amberhawk Training Limited:
c/o Whitesides
Lister House,
Lister Hill,
Horsforth, LS18 5AZ

Telephone +44 (0)113 258 2437
Facsimile + 44 (0)113 258 0845

Company Registration Number: 06566273
VAT No: 935 4776 87
Email: info@amberhawk.com; accounts@amberhawk.com



BOOKING FORM

Please complete this form, and return it to Amberhawk in any of the following three ways:

1. E-MAIL the form (as scanned attachment) to bookings@amberhawk.com or info@amberhawk.com
2. POST: Amberhawk Training Limited, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ
3. FAX to + 44 (0)113 258 0845

DELEGATE NAME and JOB/POST TITLE			
Organisation Name			
Address			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	
Course Title	Data Protection Practitioner Conversion	Fee for course is £1,070+VAT	
Date of course			
Location	Regus, 60 Cannon Street, London, EC4N 6NP		

If the person booking the place is not the named delegate, please provide the following details:

CONTACT NAME			
Billing Address (if different)			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	

Signature of person responsible for organising payment

I agree to the terms and conditions contained or referred to in this booking form.

SignedDate.....

Use of your information for marketing

Amberhawk Training Limited would like to contact you by e-mail to tell you about our training and related services, and to send you details of future events involving Amberhawk (no more four emails per year most likely). You can also opt out of marketing at any time using the link on our web-site, www.amberhawk.com or by emailing unsubscribe@amberhawk.com.

Tick the box for “no emails please”



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PAYMENT METHODS (Cheque, Purchase Order, BACS, Credit Card)

Please indicate your payment method by ticking one of the boxes listed below. **The amount to be paid should include VAT.**

BACS

I wish to pay by bank transfer BACS ; Reference number (if available).....

Amberhawk details for BACS transfers:

BANK - Natwest, **SORT CODE** - 60-60-05, **ACCOUNT NUMBER** – 45811261

PURCHASE ORDER

By reference to a Purchase Order

Purchase Order

Number.....

CHEQUE

I enclose a cheque for £.....




(make cheques payable to Amberhawk Training Limited; send to Amberhawk Training Accounts, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ

Last 4 digits of cheque if known.....

CREDIT CARD

If you would prefer to provide credit card details by phone, email accounts@amberhawk.com and ask someone to phone you as you want to make a course booking and pay by credit card.

Or provide your phone number

	VISA		MASTER CARD		SWITCH	
						
Please tick one	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
Full name on card:						
16 digit card number:						
Expiry dates:	From	Until	Security code:			
(4 digit mm/yy format)			(last 3 digits on the signature strip of the card)			
Full postal address including postcode of card holder <i>(NB, if paying by corporate credit card, this will be the company's address)*</i>						