

AUTUMN UPDATE SESSIONS (London, Manchester and Edinburgh)

The aim of these sessions is to give delegates informal opportunities to keep up-to-date with current developments in data protection and to exchange views and experiences with colleagues working in this field. Data protection experts from Amberhawk and Pinsent Masons (e.g. Rosemary Jay, Chris Pounder, Sue Cullen, and William Malcolm) will be at hand throughout the day, and the agenda allows time for you to raise your important questions and issues.

COST (£95 PER HEAD), DATES AND LOCATIONS

The cost per delegate of attending an Update session is a **double-dip, recession busting** £95 plus VAT! The sessions will take place at Pinsent Masons offices on **18th October 2010** at 30 Aylesbury Street, **London**, EC1R 0ER; Monday **25th October 2010** at 3 Hardman Street, **Manchester** M3 3AU; Monday **1st November 2010** at 139 Fountainbridge **Edinburgh**, EH3 9QG.

PAYMENT, INVOICES AND BOOKINGS

Payment should be made to Amberhawk Training Limited at the time of your booking. Payment options are: (a) **use the online booking system from July 1st** (new feature), or (b) by completing the booking form attached. You can pay by cheque, BACS, credit card, or provide an order number for reference. The automated booking system will acknowledge your place.

All invoicing will be completed within two weeks of your order. If you do not receive confirmation within two weeks please contact info@amberhawk.com.

CANCELLATIONS

Cancellations must be confirmed in writing, fax or e-mail to the supplied addresses. They 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.

DRAFT UPDATE AGENDA

TIMINGS	TOPIC and SPEAKER
10.00-10.05	Introduction and welcome
10.05-11.00 Guest speaker	LONDON: Belinda Lewis, Head of Data Protection Policy at the MoJ. She will be speaking on Data Sharing or changes to the Data Protection Directive MANCHESTER: Paul Taylor, A Tribunal Member will be speaking on the work of the Tribunal and what you can expect if you have to give evidence. EDINBURGH: "The external speaker has yet to be confirmed"
11.00-11.30	Legal update: a review of undertakings Chris Pounder
11.30-11.50	TEA/COFFEE
11.50-12.20	Decisions Notices that reveal Data Protection issues. Sue Cullen
12.20-12.50	Legal update – cases etc Rosemary Jay
1.00-2.00	LUNCH
2.00-2.30	What's new from the UK from the ICO; Sue Cullen
2.30-2.55	Information Assurance/security/PIA update Chris Pounder
2.50 -3.20	What's new from Europe- Annual Commissioners' conference
3.20-3.40	TEA/COFFEE
3.40-4.20	News round-up. Chris Pounder
4.20-4.40	Panel
4.40	END

Note: We will change the agenda when we have allocated speakers to the various slots. The speakers will be from Amberhawk or Pinsent Masons. We also may change the agenda to include any important or topical data protection issue which arises after the date of printing but before the meeting.

Speakers from Pinsent Masons and Amberhawk at these events will be from: Rosemary Jay, Chris Pounder, Sue Cullen, William Malcolm and other Pinsent Masons speakers

BOOKING FORM: UPDATE

Please use the automated booking system – it is quicker. However, you can complete the booking form and payment method (next page), then scan it in and send it to bookings@amberhawk.com. If there is any difficulty, please contact info@amberhawk.com.

Please reserve:..... place(s) at a unit cost of £95 (plus VAT) (total £111.63) at (tick box)

18 October 2010 at 30 Aylesbury Street, London, EC1R 0ER

25 October 2010 at 3 Hardman Street, Manchester M3 3AU

1 November 2010 at 139 Fountainbridge Edinburgh, EH3 9QG

Name and contact details of delegates attending

Organisation

Name of **Delegate 1** Email

Name of **Delegate 2** Email

Name of **Delegate 3** Email

Address for invoicing purposes

Name (if **not** Delegate 1):.....

Organisation (if **not** specified above)

Street

Town/CityPost code Telephone No.

Payment Methods: Cheque, BACS, Purchase Order, Credit Card

If you use the automated booking system, you can pay by credit card or provide a purchase order. Alternatively, please indicate your payment method by completing the form set out on the next page. Booking forms not indicating a payment method will be returned; **payments must include VAT.**

CHEQUE

I enclose a cheque for £.....

Make cheques payable to Amberhawk Training Limited and send to Amberhawk Training Limited, Accounts Department, c/o Whitesides; 6&7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ

Last 4 digits of cheque if available.....

PURCHASE ORDER

By reference to the attached **Purchase Order**

Order Number.....

BACS TRANSFER

I wish to pay by bank transfer BACS

Reference number

Amberhawk details for BACS transfers:

BANK - NatWest, SORT CODE - 60-60-05, ACCOUNT NUMBER – 45811261

CREDIT CARD

Please tick one

(If you prefer to give these details by phone, send your phone number to: accounts@amberhawk.com and we will contact you)



Full name on card:

16 digit card number:

Expiry date (mm/yy) 4 digit format

Security code:

(last 3 digits on the signature strip of the card)

Full postal address including postcode of cardholder

(NB: if paying by corporate credit card, this will be the company's address)