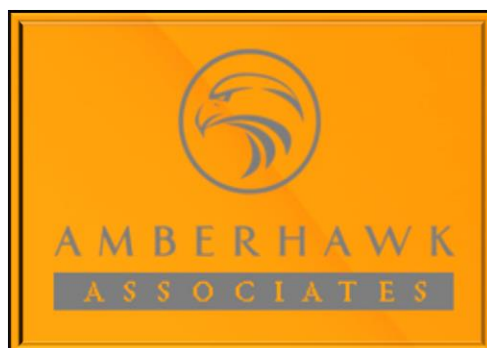


**BRIEFINGS ON
INFORMATION LAW
FROM AMBERHAWK
ASSOCIATES
(Spring 2014)**





INTRODUCTION

Amberhawk Associates are pleased to announce a set of **half day** and **full day briefings**, held in London (Regus, 1 Ropemaker Street, London, EC2Y 9HT, near Moorgate Tube) on the dates specified below. The content of the half-day briefings is self-evident from the title, but if you need additional information, please do not hesitate to email info@amberhawk.com. More detail of the all-day briefings is given in this brochure.

The sessions are appropriate for subject matter specialists as well as data protection officers. The objective is to explore information law issues in detail, within a specific workshop context, where questions can be asked and issues explored at any time. CPD points are available.

The half-day briefings start at 1:15pm and end at 4:45pm; the fee is £225 per place, excluding VAT (but includes coffee and biscuits throughout the session). The all-day briefing starts at 9:45am and ends at 4:45pm; the fee is £400 per place excluding VAT. We offer a discount if more than one place is booked (see below).

HALF DAY BRIEFINGS IN EARLY 2014; £225+VAT

Data Protection and HR: Code of Practice	30 January
Subject Access and new Code of Practice	4 February
CCTV and Surveillance: Code of Practice	5 February
Information law for Schools - Data Protection and FOI	6 February
The overlap between Data Protection and ISO27002:2013, HMG Security Framework, NHS Toolkit and Local Government Data Handling Guidelines	13 February
Data Protection and Marketing: Code of Practice on Online, Marketing, PECR	20 February
FOI - New rules on Datasets: Code of Practice	25 March

FULL DAY BRIEFINGS IN EARLY 2014; £400+VAT

Handling Subject Access Requests:	26 February
Data Protection in Social Care	20 March

DISCOUNTS FOR MULTIPLE BOOKINGS

The fee for a half day briefing of £225+VAT and the all day briefing is £400+VAT. However, we apply a discount for multiple bookings; a booking of two delegate training days attracts a 5% discount (e.g. 2x£225 = £450; minus 5%); three days (10%), four days (15%) up to a maximum of 20% discount for a booking of 5 or more briefings. The same discount applies to all day briefings.



MORE DETAILS ON THE FULL DAY BRIEFINGS

Handling Subject Access Requests (all day): 26 February 2014

This 1 day course captures all of the critical issues which organisations need to understand in order to deal effectively with Subject Access Requests (SARs).

SARs can create difficult challenges for data controllers, especially when they originate from disgruntled ex - employees, serial complainants, in the context of actual or prospective litigation or involve potentially wide ranging searches of substantial volumes of records.

This highly practical 1 day session will provide delegates with the necessary knowledge to effectively handle a SAR, recognise the pitfalls and create a SAR process and policy for their organisation.

The session includes:

- The legal right of subject access and the ingredients of a valid SAR
- The legal obligations on the data controller: deadlines; what to include in your response; when is it reasonable to seek clarification of the request?
- The ICO Code of Practice on SARs
- Defining the scope of the search and whether to include archived and deleted information
- Dealing with wide ranging or voluminous requests
- Dealing with requests in the context of actual or prospective litigation: the extent to which you can refuse a SAR in this context
- How to deal with third party personal data
- The legal exemptions from the right of subject access
- Liaising with the applicant or the applicant's solicitors
- Handling a complaint or ICO investigation
- The ingredients of an effective corporate SAR Policy and process; the importance of SAR staff training
- Distinguishing between a SAR and other legal rights of access to personal data including: Access to Health Records Act and Access to Medical Reports Act, Access to educational records etc.



MORE DETAILS ON THE FULL DAY BRIEFINGS

Data Protection in Social Care (all day) 20 March 2014

This 1 day course is delivered jointly by a practicing data protection solicitor and a social care solicitor and is aimed at all those working in social care such as social workers, case workers and administrators.

It captures all of the critical issues which organisations need to understand in order to comply with the Data Protection Act (DPA) and the specific and unique challenges for those working in social care (adults or children).

The Information Commissioner's Office has not hesitated in enforcing the law against those working in this sector. Fines for breaches can be as much as £500,000 and will always be accompanied by adverse publicity and scrutiny.

Packed with practical examples which are relevant to what you do, this highly practical day will ensure delegates leave with a greater understanding of how the law applies to social care and equip them with an action plan for compliance for their organisation.

The session includes:

- Understanding what the DPA provides, who it applies to and when it is engaged in the context of social care
- The main requirements of the DPA with particular emphasis on the legal requirement to keep personal data secure;
- The technical and organisational steps you are expected to take to keep data secure; working remotely, encryption (when should you encrypt data or devices); BYOD
- Handling a breach of the DPA including dealing with an investigation from the Information Commission's Office, handling the media and service users
- Recognising and handling a Subject Access Request (SAR) under the DPA; requests from vulnerable adults or children; Gillick competency issues; Interface between the DPA and other legislation: exemptions from the right of subject access
- Requests for access to children's records from third parties including the Police, parents (including absent parents) and the court etc.
- Interface between data protection and the law of public interest immunity and when PII ought to be claimed so as to protect records from disclosure
- Data sharing and the ICO Data Sharing Code of Practice and related guidance
- Enforcement powers of the ICO including (but not limited to) the Monetary Penalty Notice
- Embedding compliance in your organisation: your action plan



BRIEFINGS BOOKING FORM

Please 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.

All briefings are held at **City Point Regus, 1 Ropemaker Street, London EC2Y 9HT**.

Half day briefings cost **£225** (plus VAT) per delegate; they start at 1:15pm and end at 4:45pm. Coffee/Tea is available at the start of the session and mid-afternoon

Full day briefings cost **£400** (plus VAT) per delegate; they start at 9:45am and end at 4:45pm (all refreshments and lunch included)

Please specify the number of places you are booking in the following table

BRIEFING TITLE	DATE (IN 2014)	NUMBER OF PLACES TO BE BOOKED
Data Protection and HR: Code of Practice	30 January
Subject Access and new Code of Practice	4 February
Information law for Schools:Data Protection and FOI	6 February
CCTV and Surveillance: Code of Practice	5 February
The overlap between Data Protection and ISO27002:2013, HMG Security Framework, NHS Toolkit and Local Government Data Handling Guidelines	13 February
Data Protection and Marketing: Code of Practice on Online, Marketing, PECR	20 February
Handling Subject Access Requests (ALL DAY)	26 February
Data Protection in Social Care (ALL DAY)	20 March
FOI - New rules on Datasets: Code of Practice	25 March



NAME AND CONTACT DETAILS OF DELEGATES ATTENDING

Organisation

Name of **Delegate 1****Email**

Name of **Delegate 2****Email**

Name of **Delegate 3****Email**

Name of **Delegate 4****Email**

Name of **Delegate 5****Email**

ADDRESS FOR INVOICING PURPOSES

Name (if **not** a Delegate above):.....

Organisation (if **not** specified above)

Address line 1.....

Address line 2.....

Address line 3.....

Town/CityPost code

Telephone No.

Email.



PAYMENT METHODS: CHEQUE, BACS, PURCHASE ORDER, CREDIT CARD

Please indicate your payment method by completing the form set out below. Booking forms not indicating a payment method will be returned; **payments must include VAT.**

CHEQUE			
<input type="checkbox"/> I enclose a cheque for £.....			
Make cheques payable to Amberhawk Training Limited and send to Amberhawk Training Limited, Accounts Department, c/o Whitesides; 7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ			
Last 4 digits of cheque if available.....			
PURCHASE ORDER		Order Number.....	
By reference to the attached Purchase Order			
BACS TRANSFER			
<input type="checkbox"/> 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			
<i>(If you prefer to give these details by phone, send your phone number to: accounts@amberhawk.com and we will contact you)</i>			
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			
<small>(NB: if paying by corporate credit card, this will be the company's address)</small>			