

**PUBLIC COURSES (AND
ONSITE COURSES)
LEADING TO THE BCS
FOUNDATION
CERTIFICATE IN DATA
PROTECTION**



AMBERHAWK

**DATA PROTECTION FOUNDATION CERTIFICATE
FROM AMBERHAWK TRAINING LIMITED
MAY 2017**

BCS FOUNDATION CERTIFICATE IN DATA PROTECTION

Main course contents at a glance

It takes 3-days of course delivery to cover the 16hr BCS Foundation syllabus; the course is usually run on consecutive days either as a public course or on-site.

The objective is to provide an understanding of the key elements UK's Data Protection Act and Amberhawk delivers this course within a context that is primarily concerned with the processing personal data for a marketing purpose (including email and telemarketing), the Human Resources function, all forms of data sharing and the right of access. The key content covers:

- Introduction: the role of Data Protection in a democratic society
- Making compliance happen in practice
- How to identify what information is subject to the Act and other key definitions
- An understanding of all the data protection principles (5 hrs - 31%)
- The right of access in detail, relevant exemptions, and objection to the processing
- The right to object to marketing including emails and telemarketing under PECR
- Data sharing and Notification
- Good practice and record keeping
- Enforcement and the role of the Information Commissioner.

Revision notes and exercises will be given at the end of the day; because the exam is on the last day of the course, about 1 hour's homework needs after the course to be done. A trial exam is provided at the end of each day of the course but if the course is held on-site, it becomes possible to hold the exam a week after the course.

The courseware includes up-to-date reference documentation that allows delegates use it as part of their work **AFTER** the course. Details of the BCS DP Foundation syllabus can be obtained from: http://certifications.bcs.org/upload/pdf/infosec-dp-syllabus_1.pdf.

Public course structure and assessment by examination

| | |
|----------------------------|---|
| DP Foundation Day 1 | Definitions and some Data Protection Principles |
| DP Foundation Day 2 | Remainder of Principles, Rights, exemptions |
| DP Foundation Day 3 | Application to data sharing, marketing and the HR function; enforcement, and exam prep. |
| DP Foundation Exam | 40 multiple choice questions at the end of Day 3 (1hr) |

Target delegates for the Foundation Course

Amberhawk’s Foundation Course is most suitable for those who need to know sufficient about the main data protection requirements for their work function (e.g. a person responsible for data protection from a SME; staff who help the data protection officer in their work; managers of HR, marketing, information security or CCTV systems, those involved with data sharing or subject access; managers who need to know some data protection essentials).

The Foundation Course is also suitable for FOI officers, corporate governance, Information Assurance staff and Information Law lawyers who want an all-round appreciation of the key elements of the Data Protection Act.

Our delivery of the Foundation Certificate is also a “half-way” staging post for Data Protection Officers who do not want enroll for the BCS Practitioner Qualification course immediately. We deliver a three day course that takes those who have the Foundation Certificate to the Practitioner level. (The Practitioner Qualification involves a 42hr syllabus is appropriate for a data protection officer from large data controller or lawyers providing specialist legal advice in this area. The training is comprehensive and covers the complete spectrum of data protection issues faced by larger organisations; the assessment is by traditional three hour written exam).

Cost and location – public course

The course is being held in central London (Regus “City Point” offices; near Moorgate Tube in the City of London). The cost is £1090 + VAT per delegate as shown below

Fees per delegate

| COURSE CODE | COURSE TITLE | DURATION | COST (EX VAT) |
|-------------------|-----------------------------------|---|--|
| Course Q3 | Data Protection Foundation | 3 days, 10am – 5pm | £945 (including 10% discount on training) |
| Course Q3E | BCS Foundation Exam | 3 rd day exam is from 4.00pm-5.15 pm | BCS exam fee = £145 |
| TOTAL COST | £1,090 plus VAT | | |

The course is held four times per year (January, March, June, and September). Details of course dates in London can be found on the DP Foundation part of Amberhawk’s web-site (button from the Home Page or <http://www.amberhawk.com/xxx.asp>).

Cost and location – on-site course

If you have you more than five staff who have a role in your data protection compliance infrastructure, then an on-site training course is likely to be more cost effective as the cost per qualified delegate (including exam fee) can be under £500 (+VAT) each.

Our pricing formula shows that if you have more than five staff to train, an onsite course might be better value for money. Not only do you receive better experience in the class room (because of the better **student:trainer** ratio), on-site training means that the trainer takes the strain of the train and travel (and not your delegates).

If interested on an onsite course, please ask for the onsite-costs by emailing info@amberhawk.com.

TERMS & CONDITIONS

Booking

Please complete pages 5 and 6 of the booking form which forms part of this brochure and indicate the “payment methods”. You can scan them in and e-mail them to bookings@amberhawk.com as an attachment.

Alternatively you could post the form to Amberhawk Training Ltd. c/o Whitesides at the address below. **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)

Registered name: *Amberhawk Training Limited*

Registered office: *c/o Whitesides*, Lister House,

Lister Hill, Horsforth, West Yorkshire LS18 5AZ

Company Registration Number: **06566273**, VAT No: **935 4776 87**

Main telephone: **0845 680 2623**,

Main email: **info@amberhawk.com**

Accounts Department phone number: **0113 258 2437**

Accounts email: **accounts@amberhawk.com**



BOOKING FORM: BCS FOUNDATION PUBLIC COURSE ON DATA PROTECTION

Please complete the form, scan it in and e-mail a copy to bookings@amberhawk.com as an attachment. If you want to use the post or fax, or if you want us to contact you and take the booking by phone, **ALL** our contact details are on the bottom of previous page.

Please reserveplace(s) on the **DP FOUNDATION** course at a cost of **£1090+VAT** each.

My chosen course(s) starts on **(provide date(s))**

Name of **Delegate**.....

Additional **Delegate(s)**

Department

Organisation.....

Street

Town/CityPost code

Telephone No..... Delegate Email.....

Signature of person bookingDate.....

Telephone No.....Booker's Email.....
(if different from the Delegate contact details)

Use of your information for marketing

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




Tick for no email marketing:[_]



AMBERHAWK

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.**

| | | | |
|--|--|--|--|
| <p>BACS</p> <p><input type="checkbox"/> I wish to pay by bank transfer BACS ; Reference number (if available).....</p> <p>Amberhawk details for BACS transfers:</p> <p>BANK - Natwest, SORT CODE - 60-60-05, ACCOUNT NUMBER - 45811261</p> | | | |
| <p>PURCHASE ORDER</p> <p>By reference to a Purchase Order</p> | <p>Purchase Order Number.....</p> | | |
| <p>CHEQUE</p> <p>I enclose a cheque for £.....</p> <p>(Make cheques payable to Amberhawk Training Limited; send to Amberhawk Training Accounts Department at the address given at the bottom of page 4)</p> <p>Last 4 digits of cheque if known.....</p> | | | |
| <p>CREDIT CARD</p> <p>(It is more secure to give these details by phone, send your phone number to: accounts@amberhawk.com and we will contact you)</p> <p>Phone number</p> | | | |
| | <p>VISA</p>  | <p>MASTER CARD</p>  | <p>SWITCH</p>  |
| <p>Please tick one</p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> | <p><input type="checkbox"/></p> |
| <p>Full name on card:</p> | | | |
| <p>16 digit card number:</p> | | | |
| <p>Expiry dates: (4 digit mm/yy format)</p> | <p>From</p> | <p>Until</p> | <p>Security code (see text in yellow) (last 3 digits on the signature strip of the card)</p> |
| <p>Full postal address including postcode of card holder <i>(NB, if paying by corporate credit card, this will be the company's address)r</i></p> | | | |