

TRAINING IN DATA PROTECTION AUDIT AND PRIVACY IMPACT ASSESSMENTS



AMBERHAWK

May 2017
Amberhawk Training Limited

DATA PROTECTION AUDIT AND PRIVACY IMPACT ASSESSMENTS (PIA)

PRIVACY IMPACT ASSESSMENT TRAINING COURSE

The Privacy Impact Assessment course content covers the following questions:

- How does a PIA risk assessment differ from security risk assessment?
- Why and when do we have to do a PIA?

Practical sessions cover: how PIA relates to risk assessment: how to assess risks, how to quantify them, what countermeasures could be adopted, audit of countermeasures. The course also covers a privacy law compliance check and how that differs from a data protection compliance check.

It also addresses the questions

- How do we know what other laws to consider?
- Do we do a small-scale PIA or full-scale PIA? Doing a PIA in detail?
- What records should be kept?

DATA PROTECTION AUDIT TRAINING COURSE

Contents an examination of assessments which do not involve access to personal data:

- Management structures and data protection officer status;
- Training and staff awareness;
- Contracts with data processors.
- Software and Privacy Impact Assessments.

And auditing assessments which require access to personal data:

- Assessment of compliance with principles (e.g. Collection of personal data; legal basis of processing)
- Notification,
- Dealing with data subject rights,
- Security of processing,
- Transfers outside the EEA.

The fee for each course is £400 + VAT per delegate



BOOKING FORM FOR AUDIT AND PIA

This form is provided as an alternative to our on-line booking service. Confirmation of your booking should be received within 10 working days. **If not, then something has gone wrong, so contact us** (link on the Amberhawk home page or on page 4). You can book either or both courses with this form

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

1. E-MAIL (as scanned attachment) to accounts@amberhawk.com or info@amberhawk.com
2. POST: to Amberhawk Training Limited (Accounts Department), c/o Whitesides, at the address on the bottom of page 4
3. FAX to + 44 (0) 113 258 0845

DELEGATE 1 NAME		Job title	
Organisation Name			
Address			
Address (cont...)			
Town/City			Postcode
Phone number		E-mail	
Tick the box to indicate which Course(s) you want	Data Protection Audit	Privacy Impact Assessment	BOTH Audit and PI
	[]	[]	[]
Course date(s)			
Location		LONDON	

Use the last page of this booking form to book additional delegates on either course.

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

CONTACT NAME		Job title	
Organisation Address			
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 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:[_]



Payment Methods (Cheque, BACS, Purchase Order, Credit Card)

Please indicate your payment method by selecting and completing one of the boxes listed below. Booking forms which do not indicate a payment method will be returned.

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; send to Amberhawk Training Accounts Department at the address given on page 4)

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 left

(It will be more secure to give these details by phone, send your phone number to: accounts@amberhawk.com and ask them to contact you)



Full name on card:

16 digit card number:

Expiry date(mm/yy)

4 digit format

Security code: (see comment in yellow: 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)

Terms, booking arrangements & conditions

Payment and Invoices

Payment must be made in advance of attending a course and before a place can be confirmed. This can be a cheque made payable to Amberhawk Training Limited which can accompany the booking form, or by BACS or by Credit Card, or by reference to an Order Number. We will acknowledge payment by sending a confirmatory invoice. Alternatively, please provide a purchase order with your booking. Course places cannot be reserved unless one of our payment options is chosen.

Bookings

All bookings will be confirmed formally within two weeks of your order. If you have not received confirmation within two weeks please contact ***info@amberhawk.com***.

Cancellations

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

Course location

Regus City Point, 1 Ropemaker Street, London EC2Y 9HT (Nearest tube: Moorgate)

Amberhawk contact details

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**



Additional page for further delegate bookings

DELEGATE 2 NAME		Job title	
Organisation Name			
Address			
Address (cont...)			
Town/City			Postcode
Phone number	E-mail		
Tick the box to indicate which Course(s) you want	Data Protection Audit []	Privacy Impact Assessment []	BOTH Audit and PI []
Course date(s)			
Location	LONDON		

DELEGATE 3 NAME		Job title	
Organisation Name			
Address			
Address (cont...)			
Town/City			Postcode
Phone number	E-mail		
Tick the box to indicate which Course(s) you want	Data Protection Audit []	Privacy Impact Assessment []	BOTH Audit and PI []
Course date(s)			
Location	LONDON		

DELEGATE 4 NAME		Job title	
Organisation Name			
Address			
Address (cont...)			
Town/City			Postcode
Phone number	E-mail		
Tick the box to indicate which Course(s) you want	Data Protection Audit []	Privacy Impact Assessment []	BOTH Audit and PI []
Course date(s)			
Location	LONDON		