

**DATA PROTECTION  
UPDATE  
15 APRIL 2013  
LONDON**



AMBERHAWK

January 2013  
Amberhawk Training Limited

# DRAFT UPDATE AGENDA

TIMINGS	TOPIC and SPEAKER
10.00-10.05	Introduction and welcome
10.05-11.00	<b>A session on the Communications Bill</b> from Martin Hoskins
11.00-11.25	<b>EU Data Protection Proposals: Where are we with respect to the Regulation</b> (Dr. Chris Pounder, Amberhawk)
<b>11.25-11.50</b>	<b>TEA/COFFEE</b>
11.50 – 12.40	<b>Legal Update</b> (speaker; Rosemary Jay, Hunton and Williams)
12.40-1.00	<b>Cookies Update – where are we now:</b> from Martin Hoskins
<b>1.00-2.00</b>	<b>LUNCH</b>
2.00-2.40	<b>“Data Anonymisation guidance”</b> (Sue Cullen or Chris Pounder, Amberhawk or guest speaker - tbc)
2.40-3.20	<b>“Personal data and the information access regimes”.</b> (Sue Cullen, Amberhawk)
<b>3.20-3.35</b>	<b>TEA/COFFEE</b>
3.35-4.05	<b>What’s new re Undertakings and Audit/Assessment?</b> (Dr. Chris Pounder, Amberhawk)
4.05-4.35	<b>News round-up.</b> (Dr. Chris Pounder. Amberhawk)
4.35 -4.50	<b>Panel</b>
<b>4.50</b>	<b>END</b>

To book use the automated booking system on <http://www.amberhawk.com/bookevents.asp> or complete the “Booking” form in this brochure. The venue for the Update is Regus City Point, London (Moorgate station is within 300 yards)

***The cost is £195+VAT per delegate.***

## BOOKING FORM FOR UPDATE

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 home page or on page 4).

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

1. **POST:** Amberhawk Training Ltd, c/o Whitesides, 7 Feast Field, Horsforth, Leeds, West Yorkshire, LS18 4TJ
2. **E-MAIL** (as scanned attachment) to [accounts@amberhawk.com](mailto:accounts@amberhawk.com) or [info@amberhawk.com](mailto:info@amberhawk.com)
3. **FAX** to + 44 (0)113 258 9772

<b>DELEGATE 1 NAME</b>		<b>Job title</b>	
<b>Organisation Name</b>			
<b>Address</b>			
<b>Address (cont...)</b>			
<b>Town/City</b>			<b>Postcode</b>
<b>Phone number</b>		<b>E-mail</b>	
<b>Course</b>	<b>Data Protection Update</b>		
<b>Course date</b>	<b>15<sup>th</sup> April 2013</b>		
<b>Location</b>	<b>LONDON</b>		

**Use the last page of this booking form to book additional delegates.**

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

<b>CONTACT NAME</b>		<b>Job title</b>	
<b>Organisation Address</b>			
<b>Address (cont...)</b>			
<b>Town/City</b>			<b>Postcode</b>
<b>Phone number</b>		<b>E-mail</b>	

### Signature of person responsible for organising payment

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

Signed ..... Date.....


### Use of your information for marketing

Amberhawk Training Limited may contact you by e-mail, or phone, 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](http://www.amberhawk.com) or by contacting [unsubscribe@amberhawk.com](mailto:unsubscribe@amberhawk.com).

No email:[\_] No phone:[\_] No marketing at all: [\_].

## 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.

<p>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; <b>payments must include VAT.</b></p> <p><b>CHEQUE:</b> I enclose a cheque for £.....</p> <p>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</p> <p>Last 4 digits of cheque if available.....</p>			
<p><b>PURCHASE ORDER</b></p> <p>By reference to the attached Purchase Order</p>		<p>Order Number.....</p>	
<p><b>BACS TRANSFER</b></p> <p><input type="checkbox"/> I wish to pay by bank transfer BACS                      Reference number .....</p> <p>Amberhawk details for BACS transfers: BANK - NatWest, SORT CODE - 60-60-05, ACCOUNT NUMBER – 45811261</p>			
<p><b>CREDIT CARD</b></p> <p>Please tick one left</p> <p>(If you prefer to give these details by phone, send your phone number to: <a href="mailto:accounts@amberhawk.com">accounts@amberhawk.com</a> and we will contact you)</p>			
<p><b>Full name on card:</b></p>			
<p><b>16 digit card number:</b></p>			
<p><b>Expiry date(mm/yy)</b> <b>4 digit format</b></p>		<p><b>Security code: (last 3 digits on the signature strip of the card)</b></p>	
<p><b>Full postal address including postcode of cardholder</b></p> <p><i>(NB: if paying by corporate credit card, this will be the company's address)</i></p>			

## 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:** 7 Feast Field  
Horsforth,  
Leeds  
West Yorkshire, LS18 4TJ  
Company Registration Number: **06566273**, VAT No: **935 4776 87**

Main telephone: **0845 680 2623**  
Main email: ***info@amberhawk.com***

Accounts Department phone number: **0845 680 0167**  
Accounts email: ***accounts@amberhawk.com***

**Website:** **[www.amberhawk.com](http://www.amberhawk.com)**

## Additional page for further delegate bookings

<b>DELEGATE 2 NAME</b>		<b>Job title</b>	
<b>Organisation Name</b>			
<b>Address</b>			
<b>Address (cont...)</b>			
<b>Town/City</b>		<b>Postcode</b>	
<b>Phone number</b>		<b>E-mail</b>	
<b>Course</b>	Data Protection Update		
<b>Course date</b>	15 <sup>th</sup> April 2013		
<b>Location</b>	LONDON		

<b>DELEGATE 3 NAME</b>		<b>Job title</b>	
<b>Organisation Name</b>			
<b>Address</b>			
<b>Address (cont...)</b>			
<b>Town/City</b>		<b>Postcode</b>	
<b>Phone number</b>		<b>E-mail</b>	
<b>Course</b>	Data Protection Update		
<b>Course date</b>	15 <sup>th</sup> April 2013		
<b>Location</b>	LONDON		

<b>DELEGATE 4 NAME</b>		<b>Job title</b>	
<b>Organisation Name</b>			
<b>Address</b>			
<b>Address (cont...)</b>			
<b>Town/City</b>		<b>Postcode</b>	
<b>Phone number</b>		<b>E-mail</b>	
<b>Course</b>	Data Protection Update		
<b>Course date</b>	15 <sup>th</sup> April 2013		
<b>Location</b>	LONDON		