

An introduction to the Data Protection Act and the risks to you!

Duration:

One-day

Objective

The Data Protection Act 1998 (DPA) places a requirement on all organisations; large or small, public or private, to process personal data or sensitive personal data in a manner that complies with the eight Data Protection Principles enshrined in the Act.

The Information Commissioner (ICO), the office charged with managing the Act's outworking and with policing the practices, procedures and compliance standards of those responsible for the processing of personal or sensitive personal on a day-to-day basis, has exercised their rights to fine or place enforceable practice notices on those who breach these Principles. The highest fine that can be laid down is £500,000; the highest fine that has been levied is £375,000 for process failures. In these days of financial austerity no organisation can withstand a fine of that magnitude, even the more usual fine of £30,000 would cause serious harm to an organisation's viability.

Many in the data industry today would point the finger of blame at failings in organisational data governance, or the failure of Directors and Management to consider a data breach as a 'business critical' risk. For more detailed information on current action by the ICO go to www.ico.org.uk/enforcement/fines, there you will see a list of fines and enforcements imposed upon private businesses, Councils and Government Bodies who have been heavily penalised for poor DPA practice or a failure to police their organisation's DPA Policy or procedures effectively. The very existence of this list should cause Directors, Managers and Data Specialists alike to seek guidance and professional assistance.

Contents

This one day DPA programme has been specifically designed to allow participants to:

Understand their requirements under the DPA;

Be able to assess their current compliance standards against best DPA processing practice, policies, procedures and protocols;

Develop effective auditable DPA processing practices that include:

- a. Subject Access Request handling;
- b. Third Party Request handling;
- c. Information sharing agreements;
- d. Compliant review and complaint handling procedures; and,
- e. Higher Level review and decision-making.

Understand the need to align DPA Policies and processes with supporting Data Retention and Disposal, Records Management, Information Security, Communications, Remote Working, and IT Policies.

CCTV and the DPA and the Regulation of Investigatory Powers Act.

Programme contents will include the following:

An introduction to the DPA

ICO registration and compliance

An understanding of the 8 DPA Principles

Key roles and responsibilities

The basics of processing: What is; What it requires; The necessary process, procedural and protocol compliance requirements

Understanding data states; processing, transportation, transmission, remote storage

Dealing with: Subject Access Requests; Third Party Access Requests; Sharing of Information; Complaints and Reviews

The geographical limits of the Act

The relationship of the Act with the Freedom of Information Act and Environmental Information Regulations

Who should attend

Owners of small to medium or larger enterprises who are involved in business export
Those who handle business closures or receivership
Directors, Managers and those who are responsible for any part of the processing of personal or sensitive personal data.
Those who directly respond to Subject Access Requests
Those who manage DPA related complaints and review processes
Those responsible for CCTV activities and respond to requests for recordings
Marketing and customer facing staff who process or gather third party data.

Course benefits

Peace of Mind
Enhanced governance and resilience
Policy and procedural compliance
Cost savings due to effective processing and reduction in DPA related complaints
Effective and robust audit trails that aid informed decision making
Robust aligned and trackable policies
Enhanced employee knowledge
Role responsibility and competency

Additional information

Additional Programmes Available
Compliance Skills for Data Protection Professionals
How to undertake an effective DPA audit
The Role of the Data Controller: Your Rights, Your Responsibilities!
The Role of the Data Manager
Developing an Effective and Compliant DPA Policy
Imbedding compliant DPA Organisational Culture Change

Certificates

All delegates who successfully complete this course will be provided with a certificate of attendance.

Trainers background

The trainer for this course works internationally, predominantly in the US, Canada and the Middle East and has been successfully delivering Data Protection and Freedom of Information based training programmes internationally for the last ten years. He has specific expertise in developing operational process diagrams based around information security and in conducting penetration testing on data storage and disposal.