

**COURSE LEADING TO THE
BCS FOUNDATION
QUALIFICATION IN THE
DATA PROTECTION ACT
2018 (3 DAYS)**



AMBERHAWK

Amberhawk Training Limited
June 2018

BCS FOUNDATION QUALIFICATION ON THE DATA PROTECTION ACT 2018 (3 days)

Foundation course contents at a glance

The 16hr BCS Foundation course on the Data Protection Act 2018 lasts three consecutive days. The objective is to provide an understanding of the key elements of the UK's Data Protection Act 2018 and how it implements the GDPR in the UK.

In further detail, the key content covers:

- Introduction: the role of Data Protection in society & the structure of the DP Act
- Identifying what information is subject to the DP Act and other key definitions
- The grounds for the processing and an understanding of the five data protection principles in Article 6(1) (e.g. transparency, security)
- Security, personal data loss reporting, data protection impact assessment
- The controller/processor relationship
- Accountability Principle and record keeping
- Understanding the options for transfer outside the EEA
- Making compliance happen in practice
- The right of access, intent of other rights and exemptions from rights
- The right to object to marketing (including emails & telemarketing under PECR)
- Good practice and record keeping
- Enforcement and the role of the Information Commissioner, Codes of Practice

Revision notes and exercises are included in the courseware. The exam is held on the last day of the course, there is 1 hour's homework set at the end of each day of the course. Details of the BCS DP Foundation syllabus can be accessed on the following page: <http://certifications.bcs.org/content/conWebDoc/53088>.

Public course structure and assessment by examination

DP Foundation Day 1	Definitions, Lawful processing and 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/GDPR 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 GDPR/new 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).

Foundation course details (location, dates, fees)

Where	Regus, 60 Cannon Street, London, EC4N 6NP	
When	Dates are available on the website (click “Foundation” button on Amberhawk home page)	
Total fee	£1,225+VAT	3 days training (£1,080); BCS exam fee (£145)

What format is the exam?

One hour ‘closed book’ (40 multiple choice questions). The pass mark is 65% (26/40)

Onsite costs

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; for example, the cost per qualified delegate for a group of 15 delegates can be around £500 (+VAT) each. 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, overnight stays and travel (and not your delegates). If interested on an onsite course, please ask for the onsite-costs by emailing info@amberhawk.com.



BOOKING ARRANGEMENTS ETC

How to book the course?

There are three options:

- Use automated booking (<http://www.amberhawk.com/DPFoundation.asp>), **or**
- Fill in the attached booking form from page 4 of this brochure, **or**
- Send an email to info@amberhawk.com with the details on the booking form.

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)

Amberhawk Training Limited:
c/o Whitesides
Lister House, Lister Hill,
Horsforth, LS18 5AZ

Telephone +44 (0)113 258 2437
Facsimile + 44 (0)113 258 0845

Company Registration Number: 06566273
VAT No: 935 4776 87

Email: info@amberhawk.com; accounts@amberhawk.com



BOOKING FORM:

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

1. E-MAIL the form (as scanned attachment) to bookings@amberhawk.com or info@amberhawk.com
2. POST: Amberhawk Training Limited, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ
3. FAX to + 44 (0)113 258 0845

Delegate Name			
Job Title			
Organisation Name			
Address			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	
Course	<i>Data Protection Foundation (3 days)</i>		Fee for course £1,225+VAT
Date of course			
Location	<i>Regus, 60 Cannon Street, London, EC4N 6NP</i>		

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

CONTACT NAME			
Billing Address (if different)			
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 would like to contact you by e-mail 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 opt out of marketing by ticking the box below, or at any time using the link on our web-site, www.amberhawk.com or by emailing unsubscribe@amberhawk.com.




Tick the box for “no emails please”



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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, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ</p> <p>Last 4 digits of cheque if known.....</p>			
<p>CREDIT CARD</p> <p>If you would prefer to provide credit card details by phone, email accounts@amberhawk.com and ask someone to phone you as you want to make a course booking and pay by credit card.</p> <p>Or provide your phone number</p>			
	<p>VISA</p> 	<p>MASTER CARD</p> 	<p>SWITCH</p> 
<p>Please tick one</p> <p style="text-align: center;"><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>			
<p>Full name on card:</p>			
<p>16 digit card number:</p>			
<p>Expiry dates:</p> <p>(4 digit mm/yy format)</p>		<p>From</p>	<p>Until</p>
		<p>Security code:</p> <p>(last 3 digits on the signature strip of the card)</p>	
<p>Full postal address including postcode of card holder</p> <p><i>(NB, if paying by corporate credit card, this will be the company's address)r</i></p>			