

BCS FOUNDATION CERTIFICATE IN DATA PROTECTION EDINBURGH, OCTOBER 4-6

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. 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
- 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.

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 at **Regus, 83 Princes Street, Edinburgh, EH2 2ER**. 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 4.15pm-5.15 pm	BCS exam fee = £145
TOTAL COST	£1,090 plus VAT		

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; for example, the cost per qualified delegate (including £145 exam fee) for a group of 15 delegates can be around £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.



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TERMS & CONDITIONS

Booking

Please complete pages 4 and 5 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 7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ. **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)

Amberhawk Training Limited:
c/o Whitesides
7 Feast Field,
Horsforth
Leeds
West Yorkshire LS18 4TJ
Tel: 0845 680 2623 Fax: 0113 205 4748

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 Ltd, c/o Whitesides, 7 Feast Field, Horsforth, Leeds, West Yorkshire, LS18 4TJ
3. FAX to + 44 (0)113 258 9772

DELEGATE NAME and POST TITLE			
Organisation Name			
Address			
Address (cont...)			
Town/City		Postcode	
Phone number		E-mail	
Course	<i>Data Protection Foundation, Tuesday-Thursday 4-6 October (9.45-5.15)</i>		
Location	<i>Regus, 83 Princes Street, Edinburgh, EH2 2ER.</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 also opt out of marketing 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.**

BACS			
<input type="checkbox"/> I wish to pay by bank transfer BACS ; Reference number (if available).....			
Amberhawk details for BACS transfers:			
BANK - Natwest, SORT CODE - 60-60-05, ACCOUNT NUMBER - 45811261			
PURCHASE ORDER By reference to a Purchase Order		Purchase Order Number.....	
CHEQUE			
I enclose a cheque for £.....			
(make cheques payable to Amberhawk Training Limited; send to Amberhawk Training Accounts, c/o Whitesides 7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ)			
Last 4 digits of cheque if known.....			
CREDIT CARD			
If you would prefer to provide credit card details by phone, please provide a phone number below:			
Phone number			
	VISA 	MASTER CARD 	SWITCH 
Please tick one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full name on card:			
16 digit card number:			
Expiry dates: (4 digit mm/yy format)	From	Until	Security code: (last 3 digits on the signature strip of the card)
Full postal address including postcode of card holder (NB, if paying by corporate credit card, this will be the company's address)r			