

**COURSE LEADING TO THE  
BCS PRACTITIONER  
QUALIFICATION ON THE  
DATA PROTECTION ACT  
2018  
6 Days**



AMBERHAWK



# DATA PROTECTION ACT 2018: BCS PRACTITIONER QUALIFICATION (6 days)

## What is in this brochure?

A detailed description of 6 days (40 hours) of data protection training (i.e. content, objectives and learner outcomes of each day of the course) that are held in London and Leeds and which lead to the Data Protection Practitioner Qualification of the British Computer Society (BCS). The BCS Practitioner qualification course can also be delivered on-site.

*Delegates are assumed to have no previous knowledge of data protection*

## Course breakdown

The course is made up of **all** the following **subject matter day** courses, each of which can be attended separately if a delegate is not seeking the Practitioner qualification.

- Course **D1** - Introduction to Data Protection Act 2018
- Course **D2** - Understanding the grounds for processing, Data Protection Principles and the Transparency requirements
- Course **D3** – Accountability, Security, Transfer and Subject Access
- Course **D4** – Other Rights and Exemptions
- Course **D5** - Sectoral approach to Data Protection including PECR
- Course **D6** - Commissioner's powers, Codes of Practice, interface with other laws (and some limited exam preparation)

## Broad objective of the Course

The prime objective is to produce competent data protection officers with rounded knowledge of the subject matter. The course has four teaching objectives:

- To study the origins and provisions of the Data Protection Act 2018 based on the GDPR and to gain a theoretical and practical understanding of its terms and of the practical consequences.
- To appreciate, understand, design and implement procedures which meet legal obligations which are derived from the Data Protection Act 2018.
- To study the operation of the Data Protection Act 2018 in specific circumstances, its interaction with other legislation and the common law, and also the Privacy & Electronic Communications Regulations (PECR) in the context of e-commerce.
- To cover the BCS data protection syllabus and obtain the Practitioner qualification.

## Learner outcomes for delegates

After attending the course, delegates will be able to:

- recognise the qualities associated with the concept of privacy within the framework of the European Convention on Human Rights and understand the reasons for data protection legislation.
- analyse and understand the definitions, principles and obligations towards data subject rights placed on data controllers by the Data Protection Act 2018 (and by the e-commerce obligations of PECR).
- apply the major definitions and obligations to everyday data processing activities and implement procedures to meet the legal requirements set out in data protection legislation.
- apply the obligations to a number of practical situations: for example, marketing, data sharing, the Internet use, human resources, data transfers.
- apply their knowledge effectively to obtain the BCS qualification in data protection.

## Practitioner course details (location, dates, fees)

<b>Where</b>	<b>Regus, 60 Cannon Street, London, EC4N 6NP</b>	
	For dates, go to the Amberhawk website ( <a href="http://www.amberhawk.com">www.amberhawk.com</a> ) and click on the Data Protection Practitioner button (left).	
<b>When</b>	You will be presented with a list of options.	
	Click on <b>STANDARD DATA PROTECTION PRACTITIONER</b> and you will see the current dates	
<b>Total fee (&amp; breakdown)</b>	<b>£2,320+VAT</b>	6 days training (£1920) Mock done at home (£175) Half day to include BCS exam (£225)

## How do I book a course?

There are three options:

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



# CONTENT OF EACH COURSE

## **Course D1: Introduction to Data Protection Act 2018**

This part of the course focuses on the definitions, which are the building blocks of data protection, to provide delegates with solid foundations from which to construct their understanding of data protection law. Also covers the history and context of data protection.

## **Course D2: Understanding the Data Protection Principles**

This part of the course provides delegates with a comprehensive understanding of the obligations arising from a study of the grounds of the processing, and each data protection principle from a legal and practical standpoint. This course looks at each principle primarily from a legal standpoint; specialist practical application of policies and procedures are in **D5**.

## **Course D3: Accountability, Security, Transfer and Subject Access**

This part of the course addresses the accountability principle, security principle and the transfer options for transfers of personal data outside the European Economic Area. The course will also cover transfers to the UK as a Third Country as the UK leaves the European Union. The afternoon considers the right of subject access.

## **Course D4: Rights and Exemptions**

This part of the course explores the remaining rights of data subjects and procedures which they entail, and the main exemptions from all rights.

## **Course D5: Sectoral approach to Data Protection**

This part of the course covers the application of all data protection obligations in specific sectors, such as marketing, CCTV, HR, data matching, profiling, data sharing etc as well as the processing of confidential personal data, and marketing under the Privacy and Electronic Communications Regulations (PECR).

## **Course D6: Commissioner's powers, Codes of Practice, interface with other laws**

This course provides an understanding of the law and practice in relation to the Information Commissioner's notification/registration procedures and the full range of enforcement powers available to the Commissioner. Remaining parts of the syllabus and some exam practice. Law Enforcement elements.

After the course, you will be given materials to help you revise before the BCS exam.



# 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](mailto:bookings@amberhawk.com) or [info@amberhawk.com](mailto: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	Data Protection Practitioner (6 days)	Fee for course £2,320+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.

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

## Use of your email address 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](http://www.amberhawk.com) or by emailing [unsubscribe@amberhawk.com](mailto:unsubscribe@amberhawk.com).

Tick the box for “no emails please”



# 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.**

<b>BACS</b>			
<input type="checkbox"/> I wish to pay by bank transfer <b>BACS</b> ; Reference number (if available).....			
<b>Amberhawk details for BACS transfers:</b>			
<b>BANK</b> - Natwest, <b>SORT CODE</b> - 60-60-05, <b>ACCOUNT NUMBER</b> – 45811261			
<b>PURCHASE ORDER</b> By reference to a <b>Purchase Order</b>	<b>Purchase Order</b> Number.....		
<b>CHEQUE</b> I enclose a cheque for £.....			
(make cheques payable to Amberhawk Training Limited; send to Amberhawk Training Accounts, c/o Whitesides, Lister House, Lister Hill, Horsforth LS18 5AZ			
Last 4 digits of cheque if known.....			
<b>CREDIT CARD</b>			
If you would prefer to provide credit card details by phone, email <a href="mailto:accounts@amberhawk.com">accounts@amberhawk.com</a> and ask someone to phone you as you want to make a course booking and pay by credit card.			
Or provide your phone number .....			
	<b>VISA</b> 	<b>MASTER CARD</b> 	<b>SWITCH</b> 
<b>Please tick one</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Full name on card:</b>			
<b>16 digit card number:</b>			
<b>Expiry dates:</b> <small>(4 digit mm/yy format)</small>	<b>From</b>	<b>Until</b>	<b>Security code:</b> <small>(last 3 digits on the signature strip of the card)</small>
<b>Full postal address including postcode of card holder</b> <small>(NB, if paying by corporate credit card, this will be the company's address)r</small>			