

# THE DATA PROTECTION ACT 2018 WORKSHOP



June 2018  
Amberhawk Training Limited

# DATA PROTECTION ACT 2018 WORKSHOP

The Workshop sessions are intended to be interactive so that attendees have a deep understanding of Data Protection Act 2018. **The course will focus on the Data Protection Act 2018 which implements UK derogations specified in the GDPR.**

The cost of the all day workshop is **£400+VAT (£350+VAT** if you have previously taken a Practitioner Course with Amberhawk). Places can be reserved by using the on-line booking system or by completing the booking form in this brochure.

TOPICS COVERED
1. Introduction and welcome.
2. Structure in the 2018 Act
3. Definitions in the 2018 Act
4. A review of the processing grounds in Schedule 1 for the processing of Special Personal Data
5. A review of the processing grounds in Schedule 1 for the processing of criminal personal data (including offence information)
6. A review of the exemptions in Schedule 2-4 for the processing of Special Personal Data
7. A review of the exemptions in Schedule 2-4 for the processing of criminal personal data (including offence information)
8. A review of the Law Enforcement elements
9. Review of enforcement regime and monetary penalties
10. The changes to the interface between the Data Protection Act 2018 and the Freedom of Information regimes (FOIA, FOISA, EIR, EISR)

## BOOKING FORM

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:** to Amberhawk Training Accounts Department at the address given on page 4
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 0845

<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 Act 2018 Workshop</b>		
<b>Course dates</b>			
<b>Location</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 to inform you about our training and related services, and to send you details of future events involving Amberhawk (no more four emails per year). You can also opt out of marketing at any time by ticking the box below, or by using the link on our web-site, [www.amberhawk.com](http://www.amberhawk.com) or by contacting [unsubscribe@amberhawk.com](mailto:unsubscribe@amberhawk.com).

Tick for no email marketing:

## 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; send to Amberhawk Training Accounts Department at the address given on page 4)</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>(It is more secure 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>Full name on card:</p>			
<p>16 digit card number:</p>			
<p>Expiry date(mm/yy) 4 digit format</p>		<p>Security code: (last 3 digits on the signature strip of the card <b>See comment in yellow</b>)</p>	
<p>Full postal address including postcode of cardholder</p> <p>(NB: if paying by corporate credit card, this will be the company's address)</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 in London

Regus, 60 Cannon St, London EC4N 6NP (Nearest London Underground stations are Cannon Street (5 mins walk), Mansion House (5 mins walk) and Bank(10 mins walk)

## Amberhawk contact details

**Registered name:** *Amberhawk Training Limited*

**Registered office:** *c/o Whitesides,*

Lister House,  
Lister Hill,  
Horsforth,  
West Yorkshire LS18 5AZ

Company Registration Number: **06566273**, VAT No: **935 4776 87**

Main telephone: **0845 680 2623**,

Main email: ***info@amberhawk.com***

Accounts Department phone number: **0113 258 2437**

Accounts email: ***accounts@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 Act 2018 Workshop		
<b>Course dates</b>			
<b>Location</b>			

<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 Act 2018 Workshop		
<b>Course dates</b>			
<b>Location</b>			

<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 Act 2018 Workshop		
<b>Course dates</b>			
<b>Location</b>			