



AMBERHAWK

DATA SECURITY AND DATA HANDLING

Level 1 of the Government's Information Assurance
Maturity Model and Assessment Framework



AMBERHAWK

DATA HANDLING/SECURITY/IA COURSE
FROM AMBERHAWK TRAINING LTD
FEBRUARY 2010

DATA SECURITY AND DATA HANDLING: LEVEL 1 INFORMATION ASSURANCE

(A one-day course covering security and data protection obligations in the context of the Government's Information Assurance Maturity Model and Assessment Framework)

Main course contents at a glance

The one day course covers:

- The drivers that apply to the Government's Information Assurance Maturity Model and Assessment Framework.
- Privacy Impact and Security Risk Assessments – what are they and how do they work?
- Assessing and implementing the main steps of Level 1 of the Model/Framework including the seventy minimum mandatory security measures ("green boxes") identified in the Government's Data Handling Review.
- Understanding the objectives underpinning other Levels of the Information Assurance Maturity Model and understanding the Assessment Framework requirements for at each Level.

Courses associated with this Information Assurance course

Course D3 - Law, Security and ISO27001 (half day - afternoon): an afternoon course in the afternoon covering the law underpinning the Information Assurance Level 1 (£250+VAT)

Course D8 - Auditing Data Protection (all day): a course covering how to audit data protection compliance (£400+VAT)

Details of both courses can be found on www.amberhawk.com/brochures.asp

Target audience

All staff involved in the implementation of the Government's Information Assurance Maturity Model and Assessment Framework and who need a comprehensive overview of the important elements. This includes SIROs, Asset owners, IT Managers, Lawyers, Data Protection Officers, T security staff, and other staff. Private sector bodies who contract with public authorities.

Learner outcomes

At the end of the course, attendees will be able to:

- Identify and understand the main elements of a Risk Assessment procedure and a Privacy Impact Assessment and be able to consider how to undertake an Assessment.
- Identify and understand the objectives associated with all the main processes associated with each Level of the Information Assurance Model.
- Understand how progress in the implementation of Level 1 of the Information Assurance Model will be assessed.

Cost and location

The course is being held in central London (near Moorgate) on Tuesday February 23rd, 2010. The cost of attendance for the day is £400+VAT for the first delegate and £350+VAT for any additional delegate booked. The course can be held on site for £3000+VAT + all reasonable expenses. Both speakers will be present throughout any on-site day course and available for discussion with on-site delegates.

COURSE CONTENT IN DETAIL

Session 1: Overview of all five levels of the Information Assurance Maturity Model

The focus is on Levels 1 and 2 (Level 1: Managerial responsibilities towards information assurance; awareness of the importance of Information Assurance; establishing the framework for successful implementation of the Model) and (Level 2: Ensuring that Information Assurance processes are embedded in the organisation's culture; importance of training; integration of processes in any data sharing; importance of risk assessment; demonstrating that progress has been made to achieve this Level)

Session 2: Security Risk Assessment and Privacy Impact Assessment

(Basics of security risk assessment and privacy impact assessments; importance towards Level 1 and Level 2 of the Information Assurance Maturity Model). Commissioner's powers and review of data protection law.

Session 3-5: Level 1 of the Information Assurance Maturity Model/The Data Handling Review's 70 minimum measures

(Managerial responsibilities towards information assurance; awareness of the importance of Information Assurance; establishing the framework for successful implementation of the Model). compliance with Level 1 requires compliance with the measures identified in the Data Handling Review (DHR) as the minimum requirement for Government Departments and other public bodies; demonstrating that progress has been made to deliver DHR objectives).

Session 5: Assessing progress on Level 1 and audit points

Session 6: Outstanding compliance issues and questions

APPROX TIMINGS	SESSION DETAIL	CONTENT (and session leader)
10.00-10.10	Introduction	Course objectives and speakers (CP)
10.10-10.55	Session 1:	Overview of 5 Levels of the Information Assurance Maturity Model (MB)
10.55-11.20	Session 2A	Privacy Impact Assessment: Basics of PIA risk assessment and importance towards Level 1 of the Information Assurance Maturity Model (CP)
11.20-11.35	Refreshments	
11.35-11.50	Session 2B	Security Risk Assessment Basics of security risk assessment and importance towards Level 1 of the Information Assurance Maturity Model (MB)
11.50-1.00	Session 3	The Data Handling Review's 70 minimum measures PART 1; Going through the key elements of the three of the security policies: 1. Governance, Risk Management and Compliance (CP); 2. Protective Marking and Asset Control (MB); 3. Personnel Security (CP)
1.00-1:50	Lunch	
1.50-3.20	Session 4	Data Handling Review's 70 minimum measures PART 11; Going through the key elements of the three more security policies: 4. Information Security and Assurance (MB); 5. Physical Security (CP); 7. Business Continuity (MB)
3:20-3:35	Refreshments	
3.35- 3.55	Session 5	Counter terrorism policy; Going through the key elements of the remaining security policy in relation to Counter-Terrorism (CP)
3.55- 4:30	Session 6	Assessing progress on Level 1 and audit points (MB); Discussion on the returns that have to be made.
4:30-4:50	Session 7	Outstanding compliance issues and questions and answers (Both CP and MB) (A short session to pick up outstanding issues; demonstrating that progress has been made to achieve this Level)
4.55	END	

COURSE PRESENTERS

The course will be led by Dr. Chris Pounder and Mark Brett both of whom are well known experts in the field.

Dr Chris Pounder (CP)

Dr. Chris Pounder left Pinsent Masons in 2008 in order to become a co-founder and director of Amberhawk Training Ltd in 2008.

He joined Masons Solicitors in July 1999 as part of its growing Data Protection and Privacy Team headed by Shelagh Gaskill. During nine years with Pinsent Masons he designed and delivered courses in Data Protection and Freedom of Information, some of which lead to a formal qualification in data protection and FOI administered by the ISEB (the examining body associated with the British Computer Society). He is also a qualified tutor for Amberhawk's FOI course, the IT law course and the data protection course.

Chris's interest in data protection dates back to 1978. He has spoken at numerous conferences on data protection and related matters and also writes the occasional freelance article for the IT-related Press and the academic journals in the field of security and data protection. He has also given oral and written evidence before various Parliamentary Select Committees where issues of privacy, data protection and security have arisen (e.g. ID Cards, Computer Misuse Act, data retention policies, supervision of the national security agencies).

Mark Brett (MB)

Mark has 25 years of Local Government experience gained at the local, regional and national level. Mark has worked in ICT, Housing and Emergency Management. Mark was the founding Programme Manager of London connects, London's e-Government agency, where he led on pan-London Infrastructure and Security projects.

Mark has worked with the London Resilience Team and through SOCITM has led on the National Local Authority WARP (Warning, Advice and Reporting Point), Security programme. Mark is currently engaged through Socitm with the National Information Assurance Strategy, working with CSIA on the Local Government delivery approach. As IA Advisor to the LGA, Mark was the principal author of the LGA Local Government Data Handling Guidelines. Mark is the co-Chair of the Cabinet Office National Information Assurance Forum.

He is also the main author of the Local Government Data Handling Guidelines and has been involved in the Cabinet Office discussions over the Information Assurance agenda.

TERMS & CONDITIONS

Booking

Please complete "booking form" and "payment methods" (i.e.) pages 6 and 7, 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 6&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
- by credit card.

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
6&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 the form, scan pages 6&7 in and e-mail it to bookings@amberhawk.com as an attachment. If you want to use the post, our address is on the next or previous page.

Please reserve: place(s) for (Tuesdays) February 23rd 2010 or July 6th 2010

Note: first place costs £400 (plus VAT). Any additional place(s) cost of £350 (plus VAT) each.

Signature of person bookingDate.....

Department

Organisation.....

Street

Town/CityPost code

Telephone No.....Email.....

Name of Delegate (1)

Names of Delegate(2)..... Delegate (3).....

MARKETING NOTICE

Amberhawk Training Limited may contact you by post, e-mail, or phone, to tell you about our training and related services, and to send you details of future events. By giving us your phone or email contact details you consent to being contacted by those methods for those purposes. We expect to use email marketing at a rate of a maximum of four emails per year.

If you do not want any marketing material from us please tick this box .

Alternatively, tick the relevant box: **No phone calls** ; **No email:** .

You can opt out of our marketing at any time by emailing unsubscribe@amberhawk.com or using the unsubscribe mechanism on our web-site, www.amberhawk.com

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 take account of the available discounts and VAT.**

CHEQUE

I enclose a cheque for £.....

(make cheques payable to Amberhawk Training Ltd; send to Amberhawk Training Accounts, c/o Whitesides 6&7 Feast Field, Horsforth, Leeds, West Yorkshire LS18 4TJ)

Last 4 digits of cheque if known.....

PURCHASE ORDER

By reference to a **Purchase Order**

Purchase Order

Number.....




BACS

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

CREDIT CARD

	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: <small>(4 digit mm/yy format)</small>	From	Until	Security code: <small>(last 3 digits on the signature strip of the card)</small>
Full postal address including postcode of card holder <small>(NB, if paying by corporate credit card, this will be the company's address)r</small>			

If you would prefer to make your credit card payment by phone, please provide a phone number