

# **CONVERSION COURSE LEADING TO THE BCS PRACTITIONER QUALIFICATION IN DATA PROTECTION (2 days)**

***(CONVERSION FROM THE CURRENT DATA  
PROTECTION ACT BCS PRACTITIONER CERTIFICATE)***



**A M B E R H A W K**

**Amberhawk Training Limited  
January 2018**



# BCS PRACTITIONER DP/GDPR CERTIFICATE

## (CONVERSION FROM THE CURRENT DATA PROTECTION ACT BCS PRACTITIONER)

### CONVERSION Practitioner course contents at a glance

The conversion BCS Practitioner GDPR/DP Bill syllabus is timetabled for two days with the 1hr exam at the end of the second day. The objective is to ensure a data protection officer **who already has the BCS DPA Practitioner Certificate** has an understanding of the main changes to the new Data Protection regime.

### BCS DP Practitioner Certificate level of data protection understanding is assumed by the course tutors.

|                         |  |
|-------------------------|--|
| <b>Content of Day 1</b> | <p>The structure of the DP Bill. Changes to definitions (personal data, processor, controller, consent conditions and consent of a child etc),</p> <p>Impact of Law Enforcement elements of the Bill. Territorial scope, one-stop shop and jurisdiction. Interaction with the Directive on Security of Network and Information Systems. Special categories of personal data (Article 9 and 10). Processing that does not require identification.</p> <p>The seven data protection principles in GDPR: (legal basis, transparency, Accountability, security, incompatibility) and the main changes from the current regime. Transfers of personal data outside EEA.</p> <p>DPIA and Data Protection by Design, role of Data Protection Officer. Data Loss Reporting. Changes to the controller/processor relationship.</p> <p>Revision period and exercises to be done at home.</p> |
| <b>Content of Day 2</b> | <p>Data Subject Rights, restrictions on rights or obligations for specific circumstances, Records of processing activities, Powers of the Supervisory Authority and enforcement regime.</p> <p>Revision period and exercises</p> <p>BCS Exam from 4.00-5.00</p>  |

## Broad objective of the course

To update and refresh the knowledge base of the holder of the BCS DP Practitioner Certificate to the level required for the Practitioner level of the new DP law.

Revision notes and exercises will be given at the end of the day;

Details of the **BCS DP CONVERSION PRACTITIONER** syllabus can be obtained from: <http://certifications.bcs.org/content/conWebDoc/58757>

## What format is the exam?

One hour 'closed book':

- 15 multiple choice questions (2 marks each)
- 6 short answer questions (5 marks each)
- Pass mark is 65% (39/60)

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

|                                    |   |  |
|------------------------------------|---|--|
| <b>Where</b>                       | <b><i>Regus, 60 Cannon Street, London, EC4N 6NP</i></b> |  |
| <b>When</b>                        | 28 February & 1 March (Tues,Weds)<br>(9.45am – 5.15pm)  |  |
| <b>When</b>                        | 17 & 18 April (Tues,Weds)<br>(9.45am – 5.15pm)          |  |
| <b>Total fee (&amp; breakdown)</b> | <b>£1,070+VAT</b>                                       | 2 days training ( <b>£780</b> )<br>Mock done on day 1 evening ( <b>£145</b> )<br>Day 2 includes BCS exam ( <b>£145</b> ) |

## How to book the course?

There are three options:

- Use automated booking from (<http://www.amberhawk.com/dp.asp>), **or**
- Fill in the attached booking form from page 5 of this brochure, **or**
- Send an email to [info@amberhawk.com](mailto:info@amberhawk.com) with the details on the booking form.



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# TERMS & CONDITIONS

## Using the Booking Form

The booking form can be scanned in and e-mailed to [bookings@amberhawk.com](mailto:bookings@amberhawk.com) as an attachment. Alternatively, you could post the form to Amberhawk Training Limited at the address (see under Company Details). **If you do this, please send a confirmatory e-mail to [bookings@amberhawk.com](mailto: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  
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](mailto:info@amberhawk.com); [accounts@amberhawk.com](mailto: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](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

|   |  |                                     |  |
|---|--|-------------------------------------|--|
| <b>DELEGATE NAME and JOB/POST 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 Title</b>                     | <b>Data Protection Practitioner Conversion</b>   | <b>Fee for course is £1,070+VAT</b> |  |
| <b>Date of course</b>                   |  |                                     |  |
| <b>Location</b>                         | <b>Regus, 60 Cannon Street, London, EC4N 6NP</b> |                                     |  |

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

|                                       |  |                 |  |
|---------------------------------------|--|-----------------|--|
| <b>CONTACT NAME</b>                   |  |                 |  |
| <b>Billing Address (if different)</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 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”



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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.**

|   |   |  |   |
|---|---|--|---|
| <b>BACS</b>   |   |  |   |
| [ ] I wish to pay by bank transfer BACS ; Reference number (if available).....  |   |  |   |
| Amberhawk details for BACS transfers:   |   |  |   |
| <b>BANK</b> - Natwest, <b>SORT CODE</b> - 60-60-05, <b>ACCOUNT NUMBER</b> – 45811261  |   |  |   |
| <b>PURCHASE ORDER</b>   |   | Purchase Order   |   |
| By reference to a Purchase Order  |   | 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 .....  |   |  |   |
|   | VISA  | MASTER CARD  | SWITCH  |
|   |  |  |  |
| Please tick one   | [ ]   | [ ]  | [ ]   |
| Full name on card:  |   |  |   |
| 16 digit card number:   |   |  |   |
| Expiry dates:   | From  | Until  | Security code:  |
| (4 digit mm/yy format)  |   |  | (last 3 digits on the signature strip of the card)                                    |
| Full postal address including postcode of card holder<br><i>(NB, if paying by corporate credit card, this will be the company's address)*</i>   |   |  |   |