

Data Protection Act Compliance Training

How to avoid the problems and pitfalls: training tailored to your organisation

1. Basic overview of the Data Protection Act (30 mins)

- History and aims
- Why is it important?
- What kind of information is covered?
- Who needs to know about the Act?
- The 8 Principles

2. The Information Commissioner's DVD - a humorous look at some of the main issues! (25 mins)

3. Collecting information (30 mins)

- How to collect information from individuals and comply
- What do we have to tell people about collecting their information?
- What should we be putting on our website?
- What should we be putting on application forms or other documents people complete for us?

4. Using information (45 mins)

- How can we use the personal information we have?
- Transferring information between internal departments
- Transferring information outside the organisation
- Can we use personal information for marketing purposes?
- Can we send personal information overseas?

5. Subject access requests and complaints (15 mins)

- What is a subject access request?
- How to spot a request - does a request need to be in writing?
- How do we deal with requests?
- How would a complaint be made. How should we deal with one?

6. Consequences of not complying - the scary stuff? (15 mins)

- The Information Commissioner's office
- The role of the Information Commissioner
- Potential penalties for non-compliance
- Potential damage to reputation

7. Specific issues and potential 'hot spots' for your organisation (up to 1 hour)

- Day to day office administration
- Sending information out by post/fax/email
- CCTV
- Transferring information overseas
- Information security - its not just about passwords!

Optional specific sessions (1-2 hours each):

1. HR

- Monitoring of employees
- Employment references
- Retention of employee data
- How to deal with subject access requests received from employees
- Employment Code of Practice

2. Marketing

- Collection of and using data to market by email
- The Electronic Commerce (EC Directive) Regulations
- Marketing by telephone
- Marketing by post
- Buying databases of information for marketing purposes

3. IT

- Website compliance
- What are our IT security requirements?
- What do we need to do about business continuity?
- Specific risks - USB sticks, Cds, MP3 players and mobile phones!

For further information on costs, booking and availability, contact:

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