



School Data Protection Practitioner Level 1

The certificated one day course for School Data Protection Officers

Under forthcoming changes to UK data protection law some schools will be legally required to designate a Data Protection Officer (DPO), e.g. maintained schools and academies. All schools should now designate a DPO and ensure they have the knowledge, support and authority to do the job effectively. Demand for qualified DPO's has never been higher.

This essential one day certificated course is designed exclusively for School DPO/Leads within *all* types of school.

The Trainer is a leading UK data protection lawyer and specialist school advisor and trainer so expect meaningful school-specific examples and case studies throughout.

Our Venue is light, airy and within 5 minutes walk of Birmingham's mainline stations. Lunch, refreshments, personal certificate and courseware are all included. Alternatively, we can bring this course to your school. Just ask.

Important: To enhance your learning, places for this course are deliberately restricted. Because of this and the forthcoming changes to UK data protection law affecting all schools we advise early booking.

Level 1 Syllabus

Find out more at www.theinformationlawpractice.com/SDPP1

- School's main obligations under the Data Protection Act (DPA)
- The role of School DPO and overall governance requirements
- Future proofing your data protection
- Successfully processing personal data under the "8 Principles"
- Relying on "Consent" to process personal data. "Opt-In" versus "Opt-Out" consent.
- Learn the current minimum technical and organisational standards of data security including encryption, passwords, email/fax security, data destruction etc.
- An introduction to outsourcing - your obligations when you allow external organisations access to your data e.g. data destruction companies, Cloud Service Providers and IT companies
- An introduction to the exemptions from the Data Protection Act - when do the rules NOT apply?
- Successfully handling Subject Access Requests (SARs) - an introduction
- Penalties and enforcement
- Successfully handling data breaches, complaints and intervention by the regulator
- Hotspots: CCTV; social networking; pupil biometrics; pupil photographs; BYOD; Cloud Computing; fundraising, wealth profiling and Alumni relations.
- An overview of the forthcoming changes to UK data protection law affecting schools (General Data Protection Regulation) and what the school should be doing now to prepare for change
- Case studies via group working



Cost & How to Book – see overleaf



School Data Protection Practitioner: Level 1

5th July 2016 in Central Birmingham

www.theinformationlawpractice.com/SDPP1

About The Information Law Practice and our Trainer

The Information Law Practice is a law firm specialising in Data Protection and Freedom of Information, particularly within the education sector. The trainer is Paula Williamson a leading UK data protection lawyer that regularly advises schools on all aspects of data protection, freedom of information and privacy issues. Paula started her legal career prosecuting regulatory and corporate crime and because of this experience is regularly called upon by clients (including schools) that are facing enforcement action or intervention by the UK's data protection regulator, The Information Commissioner's Office. Full biography available at www.theinformationlawpractice.com/PaulaWilliamson.

Apart from advising schools, Paula is also an experienced trainer and regular speaker for ISBA.

Four Easy Ways To Book:



Post booking form to Training Division, The Information Law Practice, Mistletoe House, Rous Lench, Evesham, Worcestershire, WR11 4UW



Fax Booking Form to 01386 661111



Telephone: 01386 793632 (Quote SDPP1)



Email: training@theinformationlawpractice.com

Title:	Surname:	First Name:	Payment Please either send a cheque made payable to The Information Law Practice Ltd. <input type="checkbox"/> or tick here and we will invoice you. Purchase Order No (if needed) <input type="text"/>
Organisation Name:			
School/Organisation Address & Postcode:			
Delegate's Email Address:			
Contact Tel & Fax:			
Special Requirements:			

YOUR ORDER: Please Tick Relevant Box/es

For additional delegates please copy the form or call. The conference cost includes refreshments, lunch, personal certificate and courseware. Subsequent delegates from the same organisation booked simultaneously receive 10% discount.

I would like to book a place on the School Data Protection Practitioner Level 1 on 5th July 2016 10 am to 4.30 pm at a cost of £395 plus Vat

We are considering bringing this course to our school. Please contact me to for a quotation

I have read and agree to the Booking Terms and Conditions and Cancellation Policy*

*We are unable to accept any booking form where this box has been left unticked. Terms and Conditions can be read at www.theinformationlawpractice.com/terms.

Upgrade Your Booking - Add The School Data Protection Compliance Pack at a Discount

Our popular School Data Protection Compliance Pack is prepared by lawyers, accompanied by detailed management guidance and free updates for 1 year. 10% discount if you order with your course booking: To learn more about the Pack visit www.theinformationlawpractice.com/compliance-pack

School Data Protection Policy for Pupils & Parents + Management Guide £49.50 + Vat (usual price £55 + Vat)

School Data Protection Policy for School Workforce + Management Guide £76.50 + Vat (usual price £85 + Vat)

Data Processor Agreements (for when the school outsources the processing of its personal data) + Management Guide £76.50 + Vat (usual price £85 + Vat)

Compliance Pack: all 3 Compliance products: £189 + Vat (usual price £225 + Vat)

Our Terms and Conditions. Your booking is subject to our terms and conditions available at www.theinformationlawpractice.com/terms
Data Protection and Updates: To see how we use your data please visit www.theinformationlawpractice.com/terms. We will not share your details with third parties for marketing. We would like to send you details of our services and our other events like this one. Tick this box if you DO NOT want to receive this: