



Data Protection

Getting it right every time

2040 Training is training and in-house support delivered by **Tim Turner:**

- Practical and varied experience
- Detailed and current knowledge of the issues
- Enthusiasm, engagement and continued support



SPECIAL OFFER

BOOK THREE DAYS BETWEEN NOW AND 2013, AND GET THE NEXT ONE FREE

NO OBLIGATION TO BOOK AT THE SAME TIME

**FOI / Data Protection
EIR / Re-Use
Records Management**

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Data Protection should be on everyone's agenda. Guidance comes thick and fast, and breach enforcement is now much stronger with organisations being fined £100000. Meanwhile, the public's expectations are as high as ever

2040 is different - the work is based on long practical experience as a practitioner dealing with the public, the regulator and a huge range of organisations.

2040 Training offers:

- Training on data sharing, information security, privacy impact assessments, or any other DP topic
- Audits, security health checks, and staff surveys
- Drafting or reviewing policies and guidance on any DP or privacy topic
- Project management — seeing a job through in-house with your staff from start to finish
- Post-training skills evaluation, procedure testing and mystery shopping as part of package

GETTING DATA PROTECTION RIGHT EVERY TIME

Data Protection is drastically misunderstood and often misquoted. The law is based on 8 common sense principles, regulating how data is obtained, data quality, retention, security and sharing. Whether it is data about service users, customers or patients, students, complainants, contractors or employees, Data Protection affects virtually all organisations. DP's profile has never been higher and the consequences of non-compliance have never been worse. Organisations have now been fined £100000 for DP breaches. But you can get right, and with 2040, you will.

You may want basic awareness training, detail on a specific issue like data sharing or security or high-level briefings for the decision-makers in your organisation. No element is mandatory, and no audience is too large or too small. Training can be provided for a full day or morning / afternoon session. The balance of training and practical exercises will be balanced to your specifications.

Training topics can include:

- Defusing common Data Protection myths
- Obtaining information: what you have to tell people
- Do you need consent?
- Sharing personal data with third parties
- How to record personal data
- Data quality: adequacy, accuracy and retention
- Subject access requests
- Physical and technical security—how to prevent enforcement action
- Monitoring staff
- Enforcement by the Commissioner
- Dealing with the courts and police
- Information sharing protocols
- Privacy Impact Assessments
- Marketing
- Marketing to children
- Using social media; protecting your organisation and your staff
- Using a data processor

Standard one-day courses

- Data Protection for beginners / DP Advanced
- DP for decision makers and board
- Information Security risks and assurance
- Training for SIROs, IAOs and IAAs

Advice & Assistance

- CCTV survey
- Policy review and drafting
- Developing a violence warning marker system
- Security for the front line
- Risk Management
- Information Asset Register development
- Privacy Impact Assessments
- **DP Health Check—security and CCTV check, staff briefing and policy review in one austerity busting package**

ICO support—advice and guidance if you face an audit, enforcement or a monetary penalty

What do I do now?

- 1 Call Tim Turner to discuss what you need
- 2 Send 2040 an email, describing what you need
- 3 Look at 2040's website to find out more

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