



PRACTITIONER QUALIFICATIONS

CERTIFICATES IN

2017

DATA PROTECTION & FREEDOM OF INFORMATION



The BCS Certificates in Data Protection and Freedom of Information provide a cost-effective solution to your information law training needs. Our BCS courses are designed to benefit both new DP and FOI officers as well as experienced practitioners. Our speakers are well known experts in their field who deliver a comprehensive course with the most up to date materials. With an updated online Resource Lab containing over 10 hours of online videos and 20 online quizzes, you will never be in a better shape to pass the BCS exams. Don't just take our word for it though - read the testimonials.

"The course has proved extremely useful both for the exam and in the workplace. Its been really enjoyable." KS, Liverpool City Council

"This has been a brilliant course – dynamic and pacey, which is an achievement in itself for such a dry subject." SB, Rural Payments Agency

"A comprehensive course that also covers exam techniques in depth. Most enjoyable!" KG, University of London

"I would recommend Act Now as a training provider. The presenter, the course material and the way the BCS certificate in Data Protection was run were highly professional. Excellent value for money and they deliver a responsive service." RP, Pembrokeshire County Council

The BCS Certificates in Data Protection and Freedom of Information are ideal for those who need to learn about DP and FOI quickly or who want their existing knowledge recognised through a formal (internationally recognised) qualification.

OUR SPEAKERS

Our speakers are Ibrahim Hasan, Paul Simpkins, Tim Turner, Phillip Bradshaw and Paul Gibbons. They are renowned experts who have many years of experience in training and advising on all aspects of information law.

"Professional input by a real expert who is always happy to answer questions. His humour helped lighten the subject matter."

MM, Norfolk and Waveney MH NHS Trust

MATERIALS

Delegates will receive a comprehensive set of course materials. These are designed to further their understanding of the subject, assist in exam revision and act as a valuable reference tool in the office. They include detailed notes, Information Commissioner guidance notes, relevant articles, case studies and sample exam questions.



£1950 plus vat: This includes attendance on all days of the course, online training sessions, access to the online Resource Lab and the exam fee. Lunch & refreshments are included (except on exam day).

UPDATED ONLINE RESOURCE LAB

Candidates will receive exclusive access to the Act Now Resource Lab which contains lots of additional materials to help them pass the exam including:

- ✓ 10 hours of revision videos
- ✓ 20 Online quizzes
- ✓ Briefing notes on key elements of the syllabus
- ✓ Links to relevant ICO and (other agencies') guides



"You've nailed it. You've broken down a rather dry subject and presented it in a variety of formats (Slides, Q&A, Video, model answers). I can't think of much more you could do! I have come away from the course with a good grasp of key principles and understanding of how to apply these within my organisation." RC, Unilever

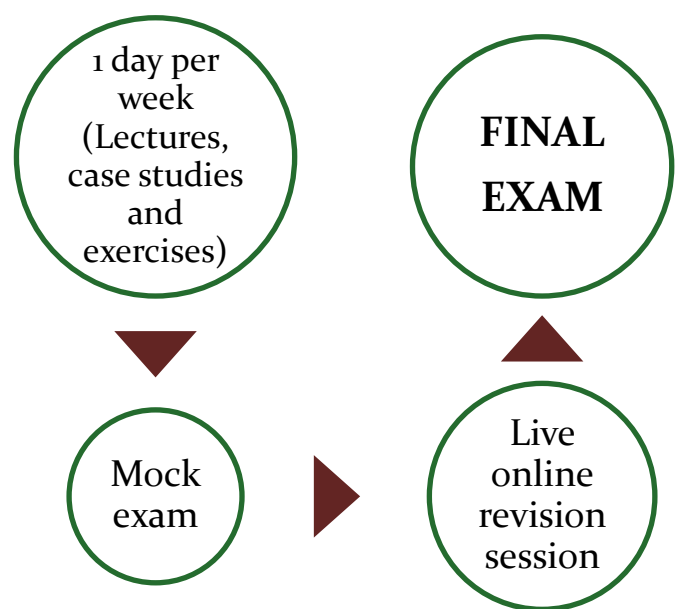
COURSE DURATION & STRUCTURE

Data Protection – 6 weeks

Freedom of Information – 5 weeks

Both courses run on one day per week. We feel that this is the best way to digest these complex subjects. There is a full tutor marked mock exam on the final day.

Delegates will then be able to register on our online revision session which will help them prepare for the final exam.



Do the Sample Exam Questions Online: <http://www.actnow.org.uk/bcs>

"Tim's background means that throughout the course you get real-life examples reflecting those in the workplace. Even if you don't do the exam, the course will improve your knowledge of FOI hugely. I would recommend this course."

SB, Northern Lighthouse Board

MAIN COURSE TOPICS

DATA PROTECTION

Development of Privacy Law
Types of data
The Eight Principles
Exemptions
Rights of individuals
Data Loss and Security
Data Matching and Data Sharing
Enforcement and Appeals
Notification
Recent high profile cases
Privacy Impact Assessments
Codes of Practice (incl. CCTV)
PECR and Marketing

FREEDOM OF INFORMATION

Rights of Access
Datasets
Publication Schemes
Fees
Vexatious Requests
Exemptions
Access to personal data
Access to contracts and tenders
Access to dead peoples' information
Codes of Practice
Enforcement and Appeals
Environmental Information Regulations
Associated Legislation

Full syllabus can be downloaded from our website

"I use your website on a regular basis. Very informative and so helpful. Love the blog and other training aids." GF, Malvern Hills District Council

2017 COURSE DATES

BELFAST

BCS DP Starting
11th September 2017

BCS FOI Starting
19th September 2017

MANCHESTER

BCS DP Starting
9th May 2017
15th September 2017

BCS FOI Starting
13th April 2017
2nd November 2017

BIRMINGHAM

BCS DP Starting
22nd January 2018

BCS FOI Starting
3rd November 2017

LONDON

BCS DP Starting
13th February 2017
24th May 2017
11th September 2017

BCS FOI Starting
25th April 2017
2nd October 2017



In House Option - Why not bring the trainer to you to deliver a BCS course at your premises at a substantially reduced cost?

3 WAYS TO BOOK

EMAIL

info@actnow.org.uk

TELEPHONE

01924 451054

ONLINE

www.actnow.org.uk/bcs

Cancellation Policy: Cancellations must be in writing and will only be accepted 30 calendar days before the event no matter when you booked your place. After this date the full fee is payable. Your booking cannot be transferred to another course. Substitute delegates are welcome at any time without any additional charge.

Fee: The fee is inclusive of refreshments, lunch and course documentation. Overnight accommodation is not included. The fee also includes the exam fee payable to BCS. Any resit fees are not included. Resits are handled by BCS and all fees are payable directly to them.

Booking Conditions: You will receive an invoice and venue details by post within a few working days. If you are booking within 7 days of the event we recommend you contact us to check your booking has been received. We reserve the right to cancel the event or change the venue or speakers due to circumstances beyond our control. Invoices are due for payment within 30 days of issue.

Disabilities and Special Needs: If you have any specific requirements please notify us and we will be happy to make reasonable adjustments.

Data Protection: We will use your information for administering your attendance on training courses and to keep you informed of future Act Now events. We do not share your details with any other organisation. A full privacy policy can be read on our website.

"Ibrahim was a fantastic teacher. I would highly recommend him, he is knowledgeable, approachable and professional." JM, NHS Kent and Medway