

# Out & Out Answers Limited

Helping you and your firm achieve risk based Anti-Money Laundering compliance

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## Data Protection - The essentials or how to ensure that your firm is Data Protection compliant

**When:** 14<sup>th</sup> July 2010,

**Time:** 6pm to 8.00pm plus questions

**Where:** Henderson Bar, Roydon Mill Estate, Essex

### The key points of the course will cover:

- The Data Protection principles - what do they mean to small firms
- The Essential policies a small firm need to ensure compliance
- Best Practice - how to ensure that all staff are aware of their responsibilities
- Subject Access Requests - How to deal with requests including a suggested methodology

It is important to remember that since the introduction of the Data Protection Act in 1998, individuals and firms that have confidential customer information have a specific legal obligations to ensure that the information cannot be lost, stolen or incorrectly used.

The penalties for not complying to the Act have recently changed since April 2010 with the Information Commissioner's Office now having the ability to fine firms up to £500,000

Aimed at small firms who have customers personal data, Out & Out Answers Ltd (OAOA) is pleased to announce the fourth in this new season of evening CPD courses dedicated to explaining and addressing the issues raised by data protection compliance.

Your course leader will be Sue Horgan with extensive experience within the public and private sectors of providing high-quality training, consultancy and coaching. The course will be limited to 30 people and it will be highly interactive. There will be an opportunity for Q&A and professional networking afterwards. Tea and coffee and a light snack will be provided. Post event - copies of the presentation will be provided.

### Location

The seminar will be run at Roydon Mill Estate which is within an hour's easy reach of Cambridge, Braintree and Luton with ample free parking and its own train station access to the venue is very good. See [www.roydonmill-estate.co.uk](http://www.roydonmill-estate.co.uk) for directions.

### Out & Out Answers Ltd

Out & Out Answers Limited is a limited company registered in England and Wales, (Registered Number 5148265) with its registered office at 3 Locks Yard, High Street, Sevenoaks, Kent TN13 1LT.  
VAT No: 839 9253 78.

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Further up and coming courses will include Data Protection - the tricky bits, effective risk based anti-money laundering for small firms, Suspicious Activity Reporting and the consent regime, common customer due diligence issues (formerly KYC) and Countering Terrorist Financing.

## **Who would benefit from attending?**

Accountants in Practice

Tax Advisers

Bookkeepers

Those working in the accountancy service industry

Compliance officers

Nominated officers

Small business owners

Solicitors

## **How to Book**

Visit : <http://www.outandoutanswers.co.uk/trainingandevents.htm>

## **Continuous Professional Development (CPD)**

Please note that two hours of CPD points are available for, the Association of International Accountants (AIA, Institute of Financial Accountants (IFA) and International Association of Bookkeepers (IAB) for those who wish to attend.

Certificates of attendance will be issued post event for those who require them.

## **Costs**

Members of the IFA and AIA £29.37,

IAB members £35.25

All others £47.

Please note that all prices include VAT at 17.5%

## **Next courses**

## **Any Questions?**

Please ring Sue Horgan on 01920 877244

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