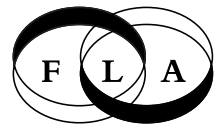


29 April 2010

# Data Protection

FLA, Imperial House, Central London



**Training for the  
Industry by the  
Industry**

**6 hours SRA ACCA  
CPD credit available  
on this course**

## About this course:

The Information Commissioner Office (ICO) has significantly raised the stakes following a review, which revealed a number of spectacular data protection failures in both public and private organizations. To assist firms in reducing data protection breaches, the ICO has issued new practical guidance and from the 6th April 2010 will be able to fine firms up to ½ million pounds for serious breaches and for failure to report breaches of the Data Protection act.

This one day training course is split into two half day sessions, the half day morning session is an introduction to the important world of data protection compliance and the afternoon session is for individuals wanting a refresher and has the knowledge at an intermediate level.

## Who should attend:

- Compliance Officers
- Business Analysts
- Human Resources Managers
- Litigation Staff
- Legal Advisors
- Office Managers
- Company Secretaries
- Archive/Records Managers
- Customer Service Staff
- Trainee Data Protection Officers
- IT/Database/Information Managers

**Book individually on either of the  
two half day session:**

**Morning session =  
An introduction to Data Protection**

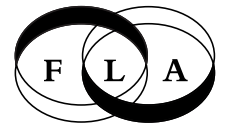
**Afternoon session =  
Intermediate Level Data Protection**

**Skills & Development** Book now at [www.flatraining.org.uk](http://www.flatraining.org.uk)

29 April 2010

# Data Protection

FLA, Imperial House, Central London



## An Introduction to Data Protection – (½ day morning course)

09:30 Introduction

09:40 Course Objectives

09:50 **Data Protection Legal Overview: the UK perspective**

- Data Protection Laws as they stand
- What do we mean by Data?
- Who or what do they apply to
- Processing and acquisition
- Maintenance and disposal of data
- Subject Access Requests

10:25 Case Study

11:00 **Data Protection in business**

- Data Controller
- Data Processor
- Information Commissioner
- The Financial Services Authority (FSA)
- Enforcement Powers

11:20 **Effective data security is important**

- The risks attaching to third parties, (including outsourcing)
- Why third parties matter
- Issues for you to consider
- Employee Risk
- Attitudes to data security and ID fraud
- The five fallacies

12:00 **Data Loss Incidents or what happens when it all goes wrong**

- The FSA perimeter and its Enforcement Powers
- Recent cases or who has been fined or criticised and for what?
- How did that happen?
- Identifying, assessing and escalating a data compromise incident
- Firm response?
- Notifying the client of data loss
- The risk of regulatory arbitrage
- External liaison

12:30 Summary with Q&A session



## Protecting Business Finance Customers and Providers - The CCD and Re- vised FLA Business Code

20th April 2010,  
Birmingham

Book Now  
Call 020 7420 9643  
[www.fla.org.uk/  
events](http://www.fla.org.uk/events)

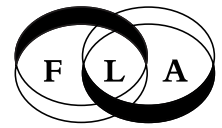
In association with

shoosmiths

29 April 2010

# Data Protection

FLA, Imperial House, Central London



## Intermediate Level Data Protection – (½ day afternoon course)

13:30 Introduction

13:40 Course Objectives

13:50 Data Protection Legal Overview: the EU and Cross border perspective.

- Current EU Data Protection Directives
- The Amended Directive on Electronic Communications (2002)
- Issues surrounding international data transfers

14:10 FSA perspective on Data Protection and security

- A recap of the Data Protection Laws as they stand
- Processing, Acquisition and maintenance
- Subject Access Requests

14:45 Case Study

15:00 Coffee

15:15 Data Sharing through credit referencing agencies

- Issues arising through data sharing
- Guidelines for best practice
- Impact of the Freedom of Information Act

15:45 Information Commissioner Compulsory Audits

- What is a Compulsory Audit?
- How and why?
- Framework of ICO Audits
- ICO hot topics

16:15 Training & awareness

- Risk awareness
- Effective Training
- Staff recruitment & vetting

16:45 Summary with Q&A session



**2010 FLA  
Consumer Finance  
CCD Workshop**

**28th April 2010,  
Central London**

**Book Now  
Call 020 7420 9643**

**[www.fla.org.uk/events](http://www.fla.org.uk/events)**

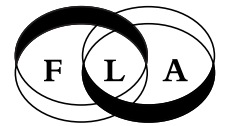
**In association with**

**ADDLESHAW GODDARD**

29 April 2010

# Data Protection

FLA, Imperial House, Central London



## Trainer biographies

**Mark Outhwaite** has over 20 years banking experience the majority of which was front-office based. He has held a number of line and strategic positions in international banks in the City of London, where he developed his expertise in lending to and assessing the strength of international financial institutions. He is a subject matter expert on the 3rd EU Money Laundering Directive and, has been an FSA registered MLRO and risk manager at a European Bank offering financial services to High Net Worth Individuals. As well as providing practical solutions to senior management problems, Mark also provides high impact training solutions tailored to international client requirements.

**Sue Horgan BSc (Hons)**, PGCE brings to data protection an almost unique insight and experience both as an experienced financial service professional and a college lecturer in information technology. Her enthusiasm and competence lead to her PGCE qualification papers being used as best practice examples after her graduation. She is an articulate and diplomatic communicator with strong coaching skills with a wide range of industry experience. With over 14 years experience and her attention to detail she is an excellent example of what practical data protection is about.

## In-house delivery option

We at the FLA also offer bespoke tailored in-house training solutions that help you achieve your business objectives. We specialise in facilitating change and turning strategic intent into tangible business results. For more detailed information regarding any in-house training please contact Ryan White on 020 7420 9643 or email [ryan.white@fla.org.uk](mailto:ryan.white@fla.org.uk)

## Accommodation

This is not included in the course fees. For preferential rates at various hotels in London please book through ZIBRANT, our official accommodation bureau. Email [fla@zibrant.co.uk](mailto:fla@zibrant.co.uk) or call 01332 285512.



## Other dates for your diary:

### Effective Risk Based Anti-Money Laundering Controls

"In December 2009 JMLSG notes were updated. IN January 2010 the U.K. Supreme Court declared terrorist asset freezing orders were unlawful and in February allegations of Mafia funding of a European Leader emerged. Are you sure that your Risk Based AML have been updated to reflect the continuing rapid changes in this critical area of regulatory compliance?" Your essential Anti-Money Laundering update course, revised to include the significant changes since December 2007.

Next dates:

21 July 2010

10 November 2010

### Foundation Course in Asset Finance

A two-day master-class in the fundamentals of Asset Finance & Leasing that will provide delegates with a contextual and practical framework around which they can build their skills.

The course explains to delegates how our industry has come to fulfil such a significant role in the provision of business finance; how it is currently shaped by legal, fiscal and financial imperatives; and how these signpost the future of the industry.

Next dates:

30/31 March 2010

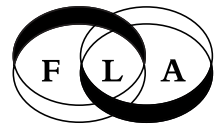
08/09 June 2010

**Skills & Development** Book now at [www.flatraining.org.uk](http://www.flatraining.org.uk)

29 April 2010

# Data Protection

FLA, Imperial House, Central London



Please register the following delegate(s) for the **Data Protection** course to be held at **FLA, Imperial House, 15 -19 Kingsway, London WC2B 6UN.**

### Booking details

Company name:

Contact name:

Address:

Postcode:

Telephone:

Email:

### Delegate 1 (please also select your preferred course date)

### Delegate 2 (please also select your preferred course date)

Surname:

Surname:

Forename:

Forename:

Company:

Company:

Position:

Position:

Telephone:

Telephone:

Email:

Email:

Your special needs or dietary requirements:

Your special needs or dietary requirements:

1/2 DAY MORNING SESSION

1/2 DAY MORNING SESSION

1/2 DAY AFTERNOON SESSION

1/2 DAY AFTERNOON SESSION

Please use additional copies of this form to book more than two delegates.

### 5 Easy ways to register

Phone: Ryan White on +44 (0)20 7420 9643

Fax: +44 (0)20 7420 9648

Web: [www.flatraining.org.uk](http://www.flatraining.org.uk)

Email: [ryan.white@fla.org.uk](mailto:ryan.white@fla.org.uk)

Post: Ryan White, Training Manager, FLA, Imperial House, 15-19 Kingsway, London WC2B 6UN

### Course fees

FLA Member fee 1/2 day per delegate: £250.00 plus VAT = £293.75

FLA Member fee full day per delegate: £440.00 plus VAT = £517.00

Non-FLA Member fee 1/2 day per delegate: £350.00 plus VAT = £411.25

Non-FLA Member fee full day per delegate: £595.00 plus VAT = £699.13

### Payment

Please invoice

Provide purchase order no:

Payment by cheque

Visa

Mastercard

VAT registration number

Credit Card no:

Amount £:

Name (as on card)

Expiry date on card:

Credit Card's registered address (postcode & house/building number only):

Postcode:

Street/House/Building No:

Security code (last 3 digits on reverse of card):

Signature:

Today's date:

Cardholder name and address (including company name if applicable) if different from above:

Name:

Address:

Postcode:

**Cancellations** received more than 30 days prior to the course start date incur an administrative charge of £70.00 +VAT per delegate. Cancellations 15-30 days incur a charge of 50% of the course fee in addition to the administrative £70+VAT charge. There is no refund on cancellations made 14 days prior to the course start date.

**Postponing** from one course to another is treated as a cancellation.

**You can substitute** one delegate for another at no additional cost. If you would like to do this, please let us know before noon on the business day prior to the start of the course.

**Data Protection:** The Finance & Leasing Association will use the data you provide to process your registration. We would also like to use the data to keep you informed (by post, telephone, email or fax) of other FLA training courses, products and services. If you do not want us to do so, please tick this box: