

Practical courses in Data Protection



Pinsent Masons

July 2008 - July 2009

**Announcing a
new intensive
Data Protection
Course for the
ISEB qualification**



Training in London, Leeds & Manchester

Who needs Pinsent Masons' courses?

Many organisations are affected by laws which relate to protecting privacy and providing information to members of the public. Such organisations need to find someone to deal with the practical issues arising, and that person will need training.

Our courses, specifically designed for this task, covers all aspects of **The Data Protection Act 1998**, which introduced a fundamental change to the legal basis on which personal information is processed. An organisation can no longer assume that it has the right to process such data, because all processing activities have to be legitimised in terms of categories specified in the Act. Failure to consider these categories in advance of any processing could render such processing unlawful.

This brochure sets out:

- A simple questionnaire which enables you to identify which data protection courses (on page 2), meet your particular requirements.

- Our systematic approach to data protection training, which instructs delegates in the various practical techniques which help organisations comply with their statutory obligations.
- The content of each course and important booking details such as costs, dates, location, terms and conditions.
- The blend of lectures and tutorials which enable an organisation's data protection officer to obtain a professional qualification in the subject. The qualification is administered by the Information Systems Examination Board (ISEB), the examining arm of the British Computer Society (BCS).

The ISEB pass rate statistics in data protection for 1st May 2006 to 30th April 2007 show an average 72% pass rate. Our pass rate for this period is 81.5%, so the average pass rate for other course providers is 68%. **Come to us for the best chance of obtaining your ISEB certificate!**



Which Data Protection course is for me?

Questions to help you decide which COMBINATION COURSE is for you?

Please read **all the following questions**; an answer “yes” indicates an individual or combination course which meets your particular needs. Once you have identified “which course”, please check this by looking at the course contents (see from page 3).

Are you new to data protection and want a detailed A-Z grounding in data protection from the perspective of a public or private sector organisation? The three month time-span of this combination course allows time for delegates to explore issues, assimilate materials, debate topical subjects and practice their skills.	Combination course Q1 (made up from D1 to D7)
Do you want an intensive course in data protection law (5 days training)? If you are considering Q2, please look at the “ what are the differences from the longer course ” (page 5).	Combination course Q2 (made up from DN1 to DN5)
Are you seeking a formal ISEB qualification in data protection? If so, it is recommended that you add the “ISEB exam support package” (QE) to your Q1 or Q2 choice as it contains a Mock exam, a Mock exam debrief session, an ISEB exam preparation tutorial and the ISEB exam.	Combination course QE
I am not interested in any qualification, but I want a practical course that covers all my organisation's big data protection issues.	Select from courses D1 to D8 below

Questions to help you decide which SUBJECT MATTER COURSE(S) to choose?

If you are new to data protection, we **strongly** recommend that you first attend our introductory courses (D1 and/or D2) before booking other data protection course(s) (D3 to D7), as these courses assume some basic knowledge of the Data Protection Act (e.g. familiarity with the definitions and data protection principles).

Have you just been appointed data protection officer and need some introductory training to get you started?	Courses D1, D2, D4 and D5
Do you just want to focus on the definitions in the Act and gain a basic overview of the data protection elements?	Course D1 (Introduction to Data Protection)
Do you want to be trained in the requirements of the data protection principles in general?	Course D2 (Understanding the Data Protection Principles)
Are you more focussed on how the security obligations under the Data Protection Act 1998 relate to BS7799/ISO17799/ISO27001 (the Code of Practice on Information Security Management)?	*Course D3 (Law, Security and ISO27001)
Are you interested in a detailed discussion of the rights of data subjects and exemptions from rights?	Course D4 (Rights and exemptions)
Do you want to know how the data protection principles apply to specific sectors such as human resources, direct marketing, telecommunications, the Internet, or to processing functions which involve data matching, data sharing or data mining?	Course D5 (Sectoral approach to Data Protection)
Are you interested in the Commissioner's notification/registration framework?	*Course D6 (Notification/Registration)
Are you interested in how the Data Protection Act interfaces with other relevant legislation or international obligations?	*Course D7 (Data Protection Interface)
Do you want to know how to audit data protection compliance?	Course D8 (Auditing Data Protection)
Are you experienced in data protection and want to keep up-to-date with the latest issues?	Contact us
Still unclear or unsure? Please contact a course tutor to discuss further.	Tel: 020 7490 6605

* denotes half day course



Content of the non-intensive Data Protection courses

Course D1 Introduction to Data Protection

Who should attend?

Those who want an overview of data protection. Those who are new to data protection and who seek a formal qualification in the subject.

Main themes of the course

The big picture - What is data protection? How does it relate to privacy? How do we recognise when we need to worry about data protection? Who does the worrying and what do we worry about?

Contents of the course

The notion of privacy of individuals as a basic human right. History of data protection legislation in the UK. A detailed focus on the main definitions (e.g. data controller, data processor, personal data, processing). Identification of processing within the scope of the Act. Summary of 1998 legislation (The effect of the Principles, Notification/Registration. Summary of rights. Role of The Information Commissioner. Penalties and enforcement).

Course D2 Understanding the Data Protection Principles

Who should attend?

Those wishing to be trained in essential procedures which are necessary to meet the requirements of the Data Protection Principles in general. Those who want a formal qualification in data protection.

Main themes of the course

How should data protection be managed? What is each Data Protection Principle trying to do? Description/interpretation of each Principle. How does the Data Controller comply with each Principle? How do the Principles relate to other relevant legal provisions?

Contents of the course

The duty to comply with the Data Protection Principles. How to comply with the Act (e.g. structures and management). Policies and practices to adopt for using information systems. How to comply with each Data Protection Principle. Practical examples. Discussion of important scenarios. **Note:** this course contains only an overview of data subject rights (detailed in Course 4) and security matters (detailed in Course 3).

Course D3 (half day) Law, Security and ISO 27001

Who should attend?

Those who are seeking formal qualification in data protection. Those primarily interested in the security obligations under the Data Protection Act 1998.

Main themes of the course

Security of processing. Importance of ISO 27001 - formerly BS7799/ISO17799. Security and contracts with Data Processors. Design of systems. Other related legislation which impacts on security.

Contents of the course

The Seventh Data Protection Principle. Key parts of ISO 27001 (e.g. Policies and management structures; practices for securing data including access controls and encryption). Content of contracts with Data Processors. System design considerations. Other relevant law (e.g. Computer Misuse Act). **Note for delegates attending Course D3:** from 10.00am to 1.00pm, tutorial sessions are held for those seeking a formal qualification in data protection.

Course D4 Rights, Exemptions and other issues

Who should attend?

Those interested in a detailed discussion of the rights of data subjects, exemptions, enforcement mechanisms, transitional relief and the more obscure parts of data protection legislation. Those seeking a formal qualification in data protection.

Main themes of the course

Rights of data subjects. Exemptions.

Contents of the course

Individual Rights (e.g. Subject access. Right to prevent processing likely to cause damage or distress. Right to prevent processing for a direct marketing purpose. Rights in relation to automated decision taking. Right to compensation. Rights of rectification, blocking, erasure and destruction). Policies and practices to adopt for subject access. Enforced subject access. Exemptions (e.g. crime and taxation). Information required to be made public. Disclosures required by law or in connection with legal proceedings. Confidential references. Management forecasting and planning. Negotiations). Offences and enforcement.



Course D5 Sectoral approach to Data Protection

Who should attend?

Those who want to know about the latest data protection issues, how the Data Protection Principles apply to specific sectors, and the privacy issues associated with processing functions such as data matching. Those who are seeking a formal qualification in data protection.

Main themes of the course

Application of data protection to a number of sectors including telecommunications. Current issues in data protection.

Contents of the course

Application to specific functions or sectors (e.g. marketing, credit referencing, banking, insurance, utilities, local authorities, human resource management). Consideration of data processing environments (e.g. Internet, e-mail, Intranet, CCTV, smart cards, electronic commerce, data matching, data sharing, statutory obligation to disclose). Data Protection and Telecommunications.

Course D6 (half day) Notification/Registration

Who should attend?

Those who are seeking a formal qualification in data protection or who are interested in notification/registration procedures.

Main themes of the course

Notification/registration procedures.

Contents of the course

The role played by Notification in data protection. Notification in practice. Information to be notified and the public register. Awareness of the existence of any exemptions from notification. Awareness of assessable processing provisions. **Note for delegates attending Course D6:** from 10.00am to 1.00pm, tutorial sessions are held for those seeking formal qualification in data protection.

Course D7 (half day) Data Protection Interface

Who should attend?

Those who are seeking a formal qualification in data protection or who want to know how data protection links to other UK legislation and other European Initiatives.

Main themes of the course

How data protection interacts with other legislation.

Contents of the course

Interface with the Human Rights Act, the Freedom of Information Act, Computer Misuse Act, Defamation Act, Regulation of Investigatory Powers Act and other UK legislation such as Unfair Terms in Consumer Contracts. Relationship with relevant European Directives concerning the "Information Society". **Note for delegates attending Course D7:** from 1.45pm to 5pm, tutorial sessions are held for those seeking formal qualification in data protection.

Course D8 Auditing Data Protection

Who should attend?

Those who want to know whether their organisation's approach to Data Protection is likely to result in compliance.

Contents/themes of the course

The key controls through which data protection practices and procedures can be assessed. Management structures. Training and staff awareness. Principles (e.g. collection of personal data; legal basis of processing). Notification. Dealing with Data Subject Rights. Security of processing. Contracts with Data Processors. Software.

Data Protection exam tutorial

The tutorials associated with the mock exam prepare the delegates for the ISEB exam by identifying common errors in exam technique.



An intensive five day course outline: understanding and implementing the Data Protection Act 1998

1. Broad objective of the course

This intensive course (Q2) is intended for those who want to focus only on the essential legal requirements or the ISEB syllabus requirements; it limits itself to this objective. The objective has four components;

- To study the provisions of the Data Protection Act 1998 to gain a theoretical and practical understanding of its terms and of the practical consequences.
- To study the key provisions of Privacy & Electronic Communications Regulations (PECR) in the context of e-commerce and gain a theoretical understanding of its terms and practical consequences.
- To appreciate, understand, design or implement procedures which meet legal obligations which are derived from these provisions specified in data protection legislation.
- To cover the ISEB syllabus in data protection.

2. Learner outcomes for attendees

After attending the course, delegates will be able to:

- recognise the qualities associated with the concept of privacy within the framework of the European Convention on Human Rights.
- analyse and understand the definitions, principles and obligations towards data subject rights placed on data controllers by the Data Protection Act (and by the e-commerce obligations of PECR).
- apply the major definitions and obligations to every day data processing activities and implement procedures to meet the legal requirements set out in data protection legislation.
- apply the obligations to a number of practical situations: marketing, data sharing, the Internet use, human resources, data transfers.

- apply their knowledge so that they can obtain the ISEB qualification in data protection.

3. Method of teaching

The course will cover the ISEB syllabus for data protection over the 5 day course with practical examples for the class to discuss via a mixture of class room style presentation and group working. Examples will be drawn from a variety of situations. Learners are expected to do 1 hrs coursework after each day course.

4. What are the differences from the longer course?

The longer course (Q1) also covers the ISEB syllabus but also includes wider aspects that are not examinable in order to give delegates a rounded view of the subject. For example, in the longer course there are three, half-day, tutorial sessions to recap difficult concepts, reinforce learning and explore practical data protection problems in class.

In addition, the longer course considers the role of the data protection officer in detail, a wider consideration of security and transfer matters in the context of ISO27001 and security procedures in general, a comprehensive consideration the changes to Data Protection Act that has arisen as a result of Freedom of Information legislation, a wider consideration of the practical use of notification procedures in the context of data protection compliance, a detailed consideration of the 50 year history of data protection so that delegates are aware of their data protection "roots", and a consideration of data protection in the context of the surveillance society. Additionally, more time can be spent to consider case-law - for example, *Durant v FSA*, *MDU v Johnson*, *Douglas and Hello*.

Content of the intensive data protection course (5 days)

DN1: Laying the foundations

What is privacy? The Definitions in the Data Protection Act. What does lawful mean? Confidential personal data? What is consent? The role of the Commissioner, enforcement, penalties, powers. Overlap with Human Rights legislation.

DN2: Understanding the Data Protection principles

Understanding the law which underpins the obligations (e.g. Principles, security, transborder data flow) in theory.

DN3: Rights of data subjects - theory and practice

Rights of access to personal data; right to object to personal data processed for a marketing purpose, right to object to the processing,

including e-mails, automated decision taking, right to object. Right to seek compensation. Exemptions from rights of access and provisions and procedures which relate to disclosure to the authorities.

DN4: Implementing the key obligations

Applying the content of DN2 understanding to: marketing, financial services, human resource management, outsourcing, internet, e-commerce, data sharing,

DN5: Tying the loose ends together

Notification to the Commissioner requirements, the Directive, enforcement, offences, Computer Misuse Act, Defamation Act, International Aspects, limited exam preparation and tutorials.



More on the ISEB qualification

The prime objective of our training courses is to produce competent data protection officers. A measure of this competence is the obtaining of the qualification offered by the ISEB, as the ISEB syllabus covers all the important aspects of the law.

In our view, good training is essential to give delegates the confidence to rely on their own judgements when dealing with their own data protection problems. In the workplace, away from the training environment, solutions to data protection problems must rest on firm legal foundations as well as take account of operational practicalities. That is why delegates who are beginners are advised to attend the tutorial sessions associated with courses **D3**, **D6** and **D7** as these focus on how to find the solution to real-life data protection problems.

Delegates who book combination **Q2** satisfy minimum ISEB requirements for covering the syllabus (35 hours of classroom teaching), and so qualify to sit the ISEB examination. Delegates are encouraged to undertake set written assignments and to attend the mock exam in order to refresh their experience of exam conditions.

As with all qualifications assessed by written essay-type examination, **revision and homework are essential**; delegates should allow between 40-60 hours in total.

The examination itself and its timing are the responsibility of the ISEB. Our timetable of courses is designed to fit in with the published ISEB exam dates, and it is a good idea to sit the exam immediately after your course.

Delegates to **Q1** can spread attendance of these seven courses over a time period which suits them (e.g. over a number of weeks). Our approach does not rush delegates and allows them to take the examination fully prepared and at their own speed.

Accreditation and exam statistics

Pinsent Masons has been accredited by the ISEB in respect of these courses; your trainer has also been accredited. Up to August 2007, statistics provided by the ISEB to Pinsent Masons show: 560 candidates have used our data protection courses in preparation for the exam; 87% of our delegates have passed; and the average mark obtained by our successful candidates is 65.4%. (The ISEB pass mark is 50%). Any updated statistics are found on our website.

www.pinsentmasons.com. In our view, these figures justify our approach based around tutorials and a mock exam.

Answers to frequently asked questions

Other venues?

We hold our public courses only in London, Leeds, Glasgow, Birmingham & Manchester. However, **all courses**, including the set of courses and tutorials leading to the ISEB qualification, can be held anywhere if there is sufficient demand or a specific requirement. If you would like more information on locally held courses, please contact us and ask for our 'on-site training' brochure and 'on-site ISEB' documentation.

How many delegates per course?

Because data protection, FOI and human rights are complex, high quality interaction with course tutors is essential. We try to limit the number of delegates per courses to no more than sixteen.

Do I really need the tutorials?

In our experience, we think you do - that is why we have designed combination course **Q1** to include them. The tutorials not only reinforce elements of the ISEB qualification, but allow time and space for the discussion of practical data protection issues, so much so that some delegates who are not seeking the qualification have found them useful. Tutorials are open to all.

Are course tutors experienced?

Yes. Tutors have been involved in many consultancy assignments, and have trained data protection, FOI and security specialists from local authorities, businesses, health authorities, police forces, universities, banks and building societies. Your tutors also write the quarterly news bulletin "**Data Protection Quarterly**", and most offer legal advice to clients. This constant awareness of the latest data protection issues feeds into the courses by making examples topical and relevant.

Will anyone see my exam mark?

Pinsent Masons will know whether candidates have passed or failed but will not know the marks, unless the candidate chooses. If Pinsent Masons is granted permission by candidates to see their marks then we can assess the effectiveness of our courses. Pinsent Masons will not disclose any mark provided to us unless the candidate has given prior consent.

Can I sit the exam if I miss one course?

Attendance at accredited training is a compulsory requirement of ISEB for all exam candidates, so you must attend all courses.



Costs and designation of day Data Protection courses

Course Title	Course	Duration	Cost (ex VAT)
Introduction to Data Protection	Course D1	1 day, 10am - 5pm	£400
Understanding the Data Protection Principles	Course D2	1 day, 10am - 5pm	£400
Law, Security and ISO27001	*Course D3	1 day, 10am - 5pm	£400
Rights and exemptions	Course D4	1 day, 10am - 5pm	£400
Sectoral approach to Data Protection	Course D5	1 day, 10am - 5pm	£400
Notification/Registration	*Course D6	1 day, 10am - 5pm	£400
Data Protection Interface	*Course D7	1 day, 10am - 5pm	£400
Auditing Data Protection	Course D8	1 day, 10am - 5pm	£400
Mock Exam (morning), Debrief Session (afternoon)	Mock Exam M	1 day, 10am - 4pm	£310
Tutorials with D3, D6, D7 and the Exam Prep. Tutorial	Tutorials T	timing varies	£180
ISEB Exam	Exam E	12am - 4pm	£150

*Half day courses (D3, D6 and D7) are combined with a tutorial session. Delegates can choose just to attend the training element and not attend the tutorial, in which case the cost is £250 per half day course. This step is not recommended for ISEB students, as the tutorials are essential in reinforcing learning and considering practical data protection exercises.

A significant discount applies when more than one complete day course place is booked (see the **Booking Form** for further details). For example, the combination courses Q1 and Q2 attract the maximum 20% discount. Discounts are not applied to half day course bookings.

Costs and details of COMBINATION courses

Course	Course Title	Duration	Cost (ex VAT)
Course Q1	Data Protection courses (D1, D2, D3, D4, D5, D6 & D7)	7 days, 10am - 5pm,	£2,240
Course Q2	Intensive Data Protection (DN1, DN2, DN3, DN4 & DN5)	5 days, 10am - 5pm,	£1,600
Course QE	ISEB exam support package (M, T and E)	3 days, varies,	£640



Dates and locations of courses January 2008 to January 2009

Dates: The dates for the combination course Q1 are those of the one day courses D1, D2, D3, D4, D5, D6 and D7. If need be, delegates can attend courses in different locations.

The dates for the combination course Q2 are those of all day courses DN1, DN2, DN3, DN4, DN5.

The dates for QE are the dates of the mock exam (Mock), the tutorial after the Mock (Tutorial) and the ISEB exam (Exam).

Start times: All day courses and the mock exams start at 10.00am and end at 5.00pm. However, those delegates not attending the tutorial associated with D3 and D6 should arrive at 1.45pm (buffet lunch available from 1pm). Please note the tutorial for D7 is in the afternoon after lunch. The ISEB exam preparation tutorial after the Mock Exam starts at 11.30am and finishes around 3.30pm.

**London (1)
July 2008 - October 2008**
CityPoint
One Ropemaker Street, London EC2Y 9AH

D1	15th July 2008
D2	16th July 2008
D3	22nd July 2008
D4	23rd July 2008
D5	2nd September 2008
D6	3rd September 2008
D7	24th September 2008
Mock	30th September 2008
Tutorial	3rd October 2008
<u>Exam</u>	<u>10th October 2008</u>

**London (2)
October 2008 - January 2009**
CityPoint
One Ropemaker Street, London EC2Y 9AH

D1	7th October 2008
D2	8th October 2008
D3	21st October 2008
D4	22nd October 2008
D5	4th November 2008
D6	5th November 2008
D7	25th November 2008
Mock	16th December 2008
Tutorial	9th January 2009
<u>Exam</u>	<u>23rd January 2009</u>

**London (3)
December 2008 - January 2009**
CityPoint, One Ropemaker Street
London EC2Y 9AH

DN1	1st December 2008
DN2	2nd December 2008
DN3	3rd December 2008
DN4	4th December 2008
DN5	5th December 2008
Mock	16th December 2008
<u>Exam</u>	<u>23rd January 2009</u>

**London (4)
January 2009 - April 2009**
CityPoint
One Ropemaker Street, London EC2Y 9AH

D1	13th January 2009
D2	14th January 2009
D3	27th January 2009
D4	28th January 2009
D5	10th February 2009
D6	11th February 2009
D7	10th March 2009
DMock	24th March 2009
DTutorial	3rd April 2009
<u>Exam</u>	<u>24th April 2009</u>

**London (5)
April 2009 - July 2009**
CityPoint
One Ropemaker Street, London EC2Y 9AH

D1	28th April 2009
D2	29th April 2009
D3	19th May 2009
D4	20th May 2009
D5	9th June 2009
D6	10th June 2009
D7	17th June 2009
DMock	3rd July 2009
DTutorial	10th July 2009
<u>Exam</u>	<u>17th July 2009</u>

**Manchester
September 2008 - October 2008**
Peter House
Oxford Street, Manchester M1 5AN

DN1	15th September 2008
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DN2	16th September 2008
DN3	17th September 2008
DN4	18th September 2008
DN5	19th September 2008
Mock	30th September 2008
<u>Exam</u>	<u>10th October 2008</u>

**Manchester (2)
March 2009 - April 2009**
Peter House
Oxford Street, Manchester M1 5AN

DN1	2nd March 2009
DN2	3rd March 2009
DN3	4th March 2009
DN4	5th March 2009
DN5	6th March 2009
DMock	31st March 2009
<u>Exam</u>	<u>24th April 2009</u>

**Manchester (3)
April 2009 - July 2009**
Peter House
Oxford Street, Manchester M1 5AN

DN1	30th April 2009
DN2	1st May 2009
DN3	21st May 2009
DN4	22nd May 2009
DN5	11th June 2009
DN5	12th June 2009
DN5	18th June 2009
DMock	1st July 2009
DTutorial	9th July 2009
<u>Exam</u>	<u>17th July 2009</u>

**Leeds
October 2008 - January 2009**
1 Park Row, Leeds LS1 5AB

D1	23rd October 2008
D2	24th October 2008
D3	6th November 2008
D4	7th November 2008
D5	13th November 2008
D6	14th November 2008
D7	27th November 2008
Mock	11th December 2008
Tutorial	7th January 2009
<u>Exam</u>	<u>23rd January 2009</u>



Booking form and courses dates

Please complete this form and return by post or fax to Helen Hadjipantelis, Pinsent Masons, 30 Aylesbury Street, London EC1R 0ER, helenh@pinsentmasons.com, T 020 7490 6218 F 020 7490 2545. If you want to book more than one delegate, please use "Further delegate bookings" overpage; the course dates and locations are shown on page 3 of this form. General queries can be sent by e-mail to training@pinsentmasons.com.

DELEGATE 1 NAME						Job title				
Organisation						Address				
Address (cont...)										
Town/City						Postcode				
Phone number						E-mail				
Course codes										
Course dates										

Course location: LONDON/LEEDS/MANCHESTER (indicate which one applies)

NOTE: It is very important for us to have complete contact details for those delegates who are seeking the ISEB qualification.

Address of contact in case of any query

If the person we should contact is not the delegate named above, please provide the contact's details as specified below.

CONTACT NAME						Job title				
Organisation						Address				
Address (cont...)										
Town/City						Postcode				
Phone number						E-mail				

Methods of payment

Please indicate your payment method by ticking one of the boxes listed below. Booking forms not indicating a payment method will be returned. The amount to be paid should take account of the available discounts and VAT - see the section of this Booking Form entitled "Discounts for multiple course bookings" overpage.

I would like to arrange payment:

By reference to the attached Purchase Order	<input type="checkbox"/>	Order Number
By cheque made payable to Pinsent Masons Solicitors	<input type="checkbox"/>	for the value of £
By BACS transfer (Pinsent Masons' bank details overleaf)	<input type="checkbox"/>	Date of Transfer (if known)

Signature of person responsible for payment

I agree to the terms and conditions as stated on this booking form.

Signed	Date
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Data Protection Notice: Pinsent Masons or our business partners may contact you, directly or via our agents, by mail, email, phone, fax or other electronic messaging service to tell you about our legal and related services, and to send you details of future events, and legal and commercial updates, based on your preferences. By providing us with your fax number, telephone number or email address you consent to being contacted by those methods for these purposes. If you do not wish to receive marketing information from Pinsent Masons, tick this box: or from our business partners, tick this box: . If your details were previously held by Pinsent or Masons for their marketing activity, they are now held by a new data controller - Pinsent Masons. Your details are held in Pinsent Masons central marketing database. Should you wish to be removed from this and no longer receive communications from Pinsent Masons, please tick this box .

For a copy of our full privacy statement, to return this form, to register objections, or to request specific contact methods, contact DP Marketing at 30 Aylesbury Street London EC1R 0ER or dpmarketing@pinsentmasons.com.



Terms, booking arrangements & conditions

Payment and Invoices

Payment is expected in advance (e.g. a cheque made payable to Pinsent Masons which can accompany the booking form, or by BACS Child & Co, 1 Fleet Street, London, ED4Y 1BD. Sort Code 15-80-00, Pinsent Masons Office Account Number 64210761). We will acknowledge payment by sending a confirmatory invoice. Alternatively, please provide a purchase order with your booking. Course places cannot be reserved unless one of our payment options is chosen.

Bookings

All bookings will be confirmed formally within two weeks of your order. If you have not received confirmation within two weeks please contact Helen Hadjipantelis.

Cancellations

Cancellations must be confirmed in writing, fax or e-mail and are subject to the following cancellation charges: more than **28 days notice**-no charge; **between 14 and 28 days notice**-50% of the course fee; **less than 14 days notice**-100% of the course fee.

Discounts for multiple course bookings

Discounts are available if a single booking reserves more than one **full day** course on the same form. For the purpose of calculating discounts, two half-day course bookings count as a full day. It does not matter which courses are booked; it is the number of full days of training which counts. Booking two full days of training attracts a 5% discount; three days 10%, four days 15% and more than four days, a 20% discount. These discounts are already applied to combination courses **Q1** and **Q2**.

Any single booking which relates to **four** or more **all day** courses (e.g. combination courses **Q1** and **Q2**.) qualifies for a year's complimentary subscription to the **Data Protection Quarterly**, a leading independent quarterly publication which also deals with Article 8 of the Human Rights Act 1998.

Combination course fees (ex-vat)

Combination course **Q1** (i.e. a booking which extends to 7 all day courses D1, D2, D3, D4, D5, D6 and D7) attracts a 20% discount on £2,800 (i.e. **£2,240**).

Combination course **Q2** (i.e. a booking which extends to 5 all day courses DN1, DN2, DN3, DN4, DN5) attracts a 20% discount on £2,000 (i.e. **£1,600**).

The elements of the fees for **QE** are the mock exam (Code M: £310), the exam prep tutorial (Code T: £180) and the ISEB exam (Code E: £150). The total is **£640**. There is no discount on this element of the course.

Further delegate bookings

DELEGATE 2 NAME										Job title									
Organisation										Address									
Address (cont...)																			
Town/City										Postcode									
Phone number										E-mail									
Course codes										Course dates									

Course location: LONDON/LEEDS/MANCHESTER (indicate which one applies)

DELEGATE 3 NAME										Job title									
Organisation										Address									
Address (cont...)																			
Town/City										Postcode									
Phone number										E-mail									
Course codes										Course dates									

Course location: LONDON/LEEDS/MANCHESTER (indicate which one applies)

Finally... where to find more information

www.pinsentmasons.com

Our website provides details of: the syllabus of every course in this brochure; how the ISEB syllabus interrelates with each course; and information about legal services in the context of information technology (e.g. data protection, electronic commerce and the law, basic computer law in the UK, IT outsourcing and software supply and other newflashes and longer articles).

www.out-law.com

Pinsent Masons' website devoted to up-to-date news on activities relevant to E-commerce and the use of information technology. The news service is free of charge.

www.bcs.org

The BCS web-site provides links to details of the ISEB syllabus on data protection and other ISEB qualifications.

Talk to us

Please don't hesitate to contact us by phone: 020 7490 6218, fax: 020 7490 2545 or e-mail: data.protection@pinsentmasons.com or write to us at Pinsent Masons' London Aylesbury Street office at the address shown below.

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