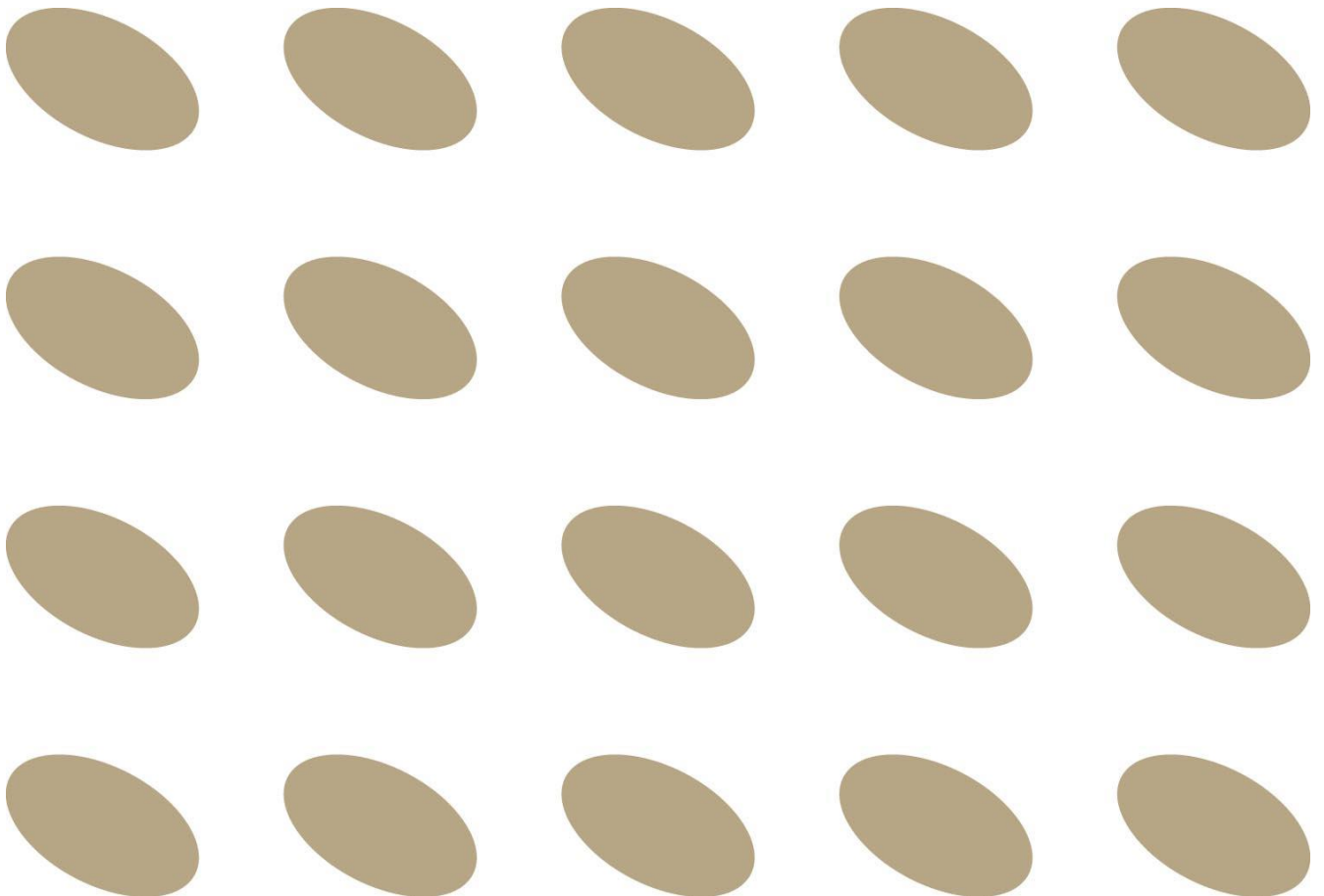


GDPR Foundation Training (implications for local authorities)

17 May 2018, Manchester (full)

20 June 2018, Manchester

21 June 2018, Birmingham



General Data Protection Regulation

Introduction

APSE is pleased to offer a one day foundation course on the new general data protection regulations - enforceable from 25 May 2018.

The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the Council of the European Union and the European Commission intend to strengthen and unify data protection for all individuals within the European Union (EU). It becomes enforceable from 25th May 2018 and directly replaces the Data Protection Act. Failure to adhere to GDPR could see businesses attract fines up to 4% of their global annual turnover.

This foundation course is designed to take participants through the legal obligations of GDPR, how it affects local authorities and public sector organisations, and your roles within from HR to IT, Marketing, Sales, Finance and other data processing roles.

Who will benefit?

Anyone who manages or processes data including staff in frontline services, supervisors and team leaders, trade union officials, elected members, or those who require a foundation knowledge in this area.

Duration 1 day event: 9:30am Start 4:30pm Finish

Implications for local authority frontline services

You may think that GDPR is a corporate matter and you do not need to take any responsibility within a department or service area but listed below is a range of the individual and sometimes sensitive data that your workforce may come into contact with:

- **Data for assisted refuse services (pull-outs, returns)**

This will usually include the information about vulnerable people who have requested or use this service

- **Leisure services and user data**

Your staff team may collect individual data such as email addresses and names but also some sensitive information about health conditions, weight, through Gym induction forms

- **Call-centres and reception staff**

What do they collect? What do they do with the data?

How many members of the public call into your council offices and offer copies of letters or personal information. This may be exempted information but will your staff team be able to distinguish and how will it be kept secure?

- **Bereavement services**

Sharing information between third parties (undertakers, genealogy services)

- **Housing services: Access to potentially sensitive personal data**

How do your systems and processes comply with sensitive data such the needs assessments of disabled tenants? Financial information to help with housing support? Information about children living in your properties?

- **Highways, street-lighting, and other services receiving online information**

Even technical services are not necessarily exempt? What are your systems for online fault reporting? Are you collecting more information than you need?

- **'Tell us once': are all the partners up-to-speed**

Are your processes compliant with third party data transfer requirements? Are you a data controller or a data processor for the purposes of GDPR?

Outcomes

- Overview of GDPR, its background, terminology and what it means
- What's new and the difference between the existing Data Protection Act
- Key implementation and compliance areas
- Impact and issues for local authorities
- Data subjects, responding to and dealing with individuals exercising their data protection rights including time limits
- Marketing departments and handling data appropriately
- Human Resources departments and handling data appropriately
- Key steps to implementing GDPR including:
 - ✓ Privacy by design
 - ✓ Data Protection Impact Assessments (DPIA)
 - ✓ Protecting your business and adequate security tools
 - ✓ Training, competence and staff awareness requirements
 - ✓ The role of a DPO (Data Protection Officer), Data Processors and Data Controllers
 - ✓ Incident Response, breach reporting and business continuity options and requirements
 - ✓ Updating policies, procedures and documenting processes now and ongoing
- Effective data security management.
- International data transfers and third party agreements.
 - Related compliance areas including Safe Harbour, PCI DSS, Cyber Essentials/Plus, ISO27001, ISO 9001, NCSC recommendation, Agile, Praxis and COBIT5

Trainer

The sessions will be delivered by Kathryn Bennett, supported by Jan Kennedy, Head of APSE training.

Kathryn Bennett

Kathryn Bennett has been running GDPR training courses and consultancy for over 12 months and has a wealth of experience in commercial law, data protection, data governance and associated frameworks such as ISO27001 and COBIT5. Kathryn's previous roles involved being the Channel Director for FireEye Inc, a large American cyber forensic firm.

Kathryn's experience in training and consultancy includes local government, construction, manufacturing, retail, finance and other industries. Kathryn holds a Certificate in EU F and P Certified GDPR, a degree in Psychology, a diploma in Commercial Law and a range of professional qualifications such as COBIT5 and Lean Six Sigma.

Jan Kennedy – Head of APSE Training

Jan Kennedy is Head of APSE Training and has responsibility for the learning, skills and development arm of the Association. Jan has a background in training and development, firstly as an executive training officer in central government where she gained her CIPD in Training & Development.

She moved to local government in 1999 where she joined Liverpool City Council as a member of the corporate training team. Jan has experience of managing and delivering a wide range of training and development including Liverpool's One Stop Shop training programme. Prior to joining APSE Jan managed the Lifelong Learning Employability curriculum in Adult and Community Education.

Jan holds a Certificate in Post 16 Education and a CLAIT Advanced in ICT. Jan is also qualified in level A and level B psychometric testing. Her previous study was helping learners with dyslexia.

Since joining APSE Jan regularly delivers training on a range of topics including Project Management, Leadership, Supervisory skills (across service sectors), Managing Change and Time Management. Jan works in partnership with the ICCM to deliver the bereavement journey. Jan also co-delivers on the current Master Classes on Health and Safety Issues.

Jan can be contacted at e-mail address at: jkennedy@apse.org.uk or by telephoning her on either 0161-772-1810(Office) or 07764-252-107 (Mobile)

What's included?

Course fees include delegates' documentation and course material including case studies, suggested practices and appropriate toolkits and templates, lunch and refreshments.

Programme

9.15 – 9.30 am	Tea & Coffee/Registration
9.30 – 11.00 am	Module 1 - Introduction to GDPR & Overview Context, definitions and penalties
	Module 2 - Key principles of data Lawfulness, specific, relevant and limited Issues for local authorities to consider?
11.00 – 11.15 am	Tea & Coffee Break
11.15 – 12.45 pm	Module 3 - The rights of Data Subjects Deletion, Restriction, Objection How will this work in practice for your service?
12.45 – 1.30 pm	Lunch
1.30 – 1.45 pm	Module 4 - Data Controllers and Processors Rights, responsibilities and contracts Who has been fined and Why? Learning from others
1.45 – 2.45 pm	Applying the new changes in your service sector Adaptations to systems, policies and procedures
2.45 – 3.00 pm	Tea & Coffee Break
3.00 – 4.15 pm	Module 5 - Transfer of Data Outside of EU and adequacy conditions Module 6 - The Information Commissioners Office and enforcement Module 7 - EDPB The European Data Protection Board GDPR Implementation and key phases Audits and Data Mapping
4.15 – 4.30 pm	Programme Summary Delegate Feedback and Certificates Post course support available

Please note this event can be delivered in-house for the cost effective rate of £1299.00 + vat (and low cost trainer travel)

Up to 20 of your staff may attend and APSE welcomes local authorities sharing the cost with a neighbouring council.

If you wish to take up this option APSE will manage all associated admin on your behalf. Dates and timings of delivery will be negotiated in accordance with service requirements.

GDPR- booking information form

Contact name: _____ Employer: _____

Address: _____

Post code: _____ Telephone: _____

Email: _____

For official use:

Del No:

Date:

Database: Y / N

Confirmation: Y / N

Delegate name	Job title	Email address

Please state if delegates have any special requirements (dietary/access/information in alternate formats):

Booking information: APSE will take bookings up to 24 hrs prior to the course, subject to availability.

You are however advised to book early to secure your place and avoid disappointment.

Please note: places on the sessions will be strictly limited to a first come first served basis. Provisional reservations for places are not accepted on this form.

Please tick all relevant boxes:

☐ 20 June 2018, Manchester

☐ 21 June 2018, Birmingham

☐ Please confirm that you agree to APSE's GDPR policy which includes APSE retaining your details so that we can send you information relevant to your area of interest. If you are making a booking on behalf of other delegates please confirm that you have their permission to be included on our database.

[The full APSE GDPR policy is available at the APSE website www.apse.org.uk](http://www.apse.org.uk)

APSE members: ☐ 1 delegate: £159 + VAT per delegate per course

☐ 3 or more delegates £139+ VAT per delegate per course

(Discount only applies to delegates attending same date)

Non-members: ☐ per delegate

£259 + VAT

I found out about the event via: email ☐ website ☐ seminar ☐ advisory group ☐ manager/colleague ☐ other ☐

Please quote your purchase order number (if appropriate): _____

☐ I am paying in advance

☐ I am paying by cheque

☐ I am paying by bacs

Booking confirmation: APSE issues a written confirmation letter to the 'contact name' for all delegate bookings received. We **will not** send confirmation to each delegate named on the booking form, unless this has been requested in writing. Should the 'contact name' not receive a confirmation letter **by post within 10 working days** of sending the booking form, then please contact APSE on telephone: 0161 772 1810.

Payment: APSE will issue an invoice after the event to delegates attending from Local Authorities, public sector and local government organisations or APSE approved partners unless we are notified otherwise.

In the event of any delegates not being invoiced through the organisations stated above APSE will require payment in advance before the event. Payment must be submitted within 10 working days of making the booking.

Advance payment must be made either by cheque payable to: APSE or by bacs (details can be provided on request at jkennedy@apse.org.uk). A receipt will be provided on request.

All delegate fees are subject to vat, the rates quoted are exclusive of vat. Please ensure you include this in your payment.

Cancellation charges: Reservation is a contract. Substitution of delegates is acceptable any time in writing by post, email to jkennedy@apse.org.uk or fax to 0161 772 1811. Cancellations must be made in writing at least 10 working days before the event and will incur a £55 administration fee. The full delegate fee will be payable for cancellations received less than 10 working days before the event or for non-attendance. All fees are non-refundable after the cancellation period.

Booking transfers will only be acceptable, if there is availability on another date for the same course, and will incur a £55 administration fee. In the unlikely event of cancellation by the organisers, liability will be restricted to the refund of fees paid. APSE regrets we cannot accept any liability for associated transport or hotel costs in the event of course cancellations made by us.

The organisers reserve the right to make changes to the programme, speakers or venue should this become necessary.

Please return completed form to:

Jan Kennedy, APSE – 2nd Floor Washbrook House, Lancastrian Office Centre, Talbot Road, Old Trafford, Manchester, M32 0FP.

Tel 0161 772 1810 – Fax 0161 772 1811 - Email: jkennedy@apse.org.uk- Web: www.apse.org.uk



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