

# Understanding data protection



## A practical half-day workshop on the good collection, storage and management of personal data

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From major corporates to government departments, recent history is littered with stories of organisations that have suffered serious data loss – and the dire consequences that could (and sometimes did) result. And yet, many organisations continue to demonstrate at best ignorance of, and at worst a cavalier disregard for, their obligation to protect the data they hold.

This half-day course looks in detail at the key piece of legislation in this area, the Data Protection Act, and its practical implications for how organisations collect, store and manage their data. The course programme also looks in detail at the eight core principles of data protection, the different types of data typically held, and the rights of individuals to access data held on them. The course includes a strong practical element, and delegates are encouraged to share their experiences and examine real-world examples of data management.

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### Programme

**08:45**

#### **Registration & tea/coffee**

##### **When does the Data Protection Act apply?**

Information in computer records  
Information on paper in structured filing systems  
Information in audio format  
Information on video and CCTV

##### **What do I have to do to comply?**

Notification of processing activities  
The Data Protection Principles:

- Fair obtaining and processing
- Record keeping
- Security
- Transferring personal data
- Rights of the individual

##### **Implications of data protection law for business activities**

Establishing authority to process personal information  
Outsourcing  
CCTV code of practice  
Workplace monitoring

##### **Workshop session**

##### **Questions**

**13:00**

**Close**