

“All you need to know” 2019 courses



Pick a course to expand or improve
your skill set!

Full Day Courses

Anti Bribery and Corruption
Caldicott Guardian
Data Protection Officer (DPO)
Data Breach Management
Data Protection Act 2018 & GDPR
Freedom of Information (FOI)
Information Asset Management (IAM)
Information Governance (IG)
Internal investigations
Records Management (RM)
Redaction and Scrutiny
Senior Information Risk Owner (SIRO)
Subject Access Request (SAR)



Half Day Courses

Data Security
Data Protection Impact Assessment

Courses coming soon

Individual Rights
Your DPA 18 Road Map
Coping with upsetting records
E-Privacy

Book now - Download a booking form OR email info@leadershipthroughdata.co.uk for more information

All you need to know – Information Governance



Are you new to Information Governance (IG) or looking for a change of career into the world of IG, then this is the course for you. It is designed to give an overview of IG and the requirements to support and deliver an effective agenda in your organisation. IG is the management of information and how to establish a framework for employees to handle data through robust policies and procedures. The legal framework governing the use of personal data is complex, this course will help in understanding those complexities and what needs to be considered. We will present practical scenario's to consider and discuss.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

We have 80 years practical experience of working in Information Governance. We train with a difference, using creative learning pathways, interactive videos, pictorial slides and practical case scenarios! Plus we avoid death by PowerPoint!

London 30 January 2019
 11 April 2019

Manchester 11 February 2019

Cardiff 27 March 2019

£315+VAT per delegate



Book now - Download a booking form

All you need to know – Information Asset Management



Are you overwhelmed with the world of Information Asset Management (IAM) and not sure where to start or what IAM is? Then this is the course for you we will lead you through the information you are required to collect and how to collect it, how to deal with a senior management buy in and clarify the roles of the Information Asset Owner and Administrator.

This course provides a basic overview of what information assets are, the roles, responsibilities and daily tasks of an Information Asset Owner/Administrator and how to manage working relationships with senior management and stakeholders. We will guide you through how to develop and maintain an Information Asset Register, assess information risks, threats, hazards and how to mitigate them. Data Breach Management and Data Protection Impact Assessments (DPIA) are also topics that are included. At the end of this course you will have an excellent understanding of Information Asset management and be confident in how to implement this in your place of work.

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London	20 February 2019 5 April 2019
Manchester	18 December 2018 29 January 2019
Cardiff	26 March 2019

£315+VAT per delegate



**ACCREDITED:
COURSE**
#1000520
6 CPD CREDITS

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All you need to know - SIRO



New to the role of Senior Information Risk Owner (SIRO) or need an update, this is the course for you. It is an in depth course covering the role and responsibilities of the SIRO. We will cover how to manage working relationships with your Information Asset Owners, Data Protection Officer and other Information Governance team members. How to develop and maintain an Information Risk Register. We will guide you through threats, hazards, controls, and the use of Data Protection Impact Assessments (DPIA).

The course also covers the legal framework of General Data Protection Regulation (GDPR), Data Protection Act 2018, e-Privacy regulations, cyber resilience and ISO 27001, all of which you will need to have knowledge of as a SIRO. We will also look at the importance of leadership, supporting and developing a compliance program, the accountability principle and records of processing activities. Attending, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 7 December 2018
 17 January 2019
 15 March 2019

Manchester 21 February 2019

Cardiff 16 April 2018

£315+VAT per delegate



**ACCREDITED:
COURSE**
1000901
6 CPD CREDITS

Book now - Download a booking form

All you need to know - Caldicott Guardian



Are you a new Caldicott Guardian (CG) or need a refresher? This is an in depth course that takes you through the role of the CG and/or staff who work in support of the role. We cover role specific topics, and walk through the challenges of information sharing for direct care as well as the relationship between the Senior Information Risk Owner, Data Protection Officer and the Information Governance team. We will look at best practices for reporting to the Board or Governing Body and implementing the Caldicott 1, 2 & 3 reviews across the organisation.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 22 January 2019
9 April 2019

Manchester 5 December 2018
12 February 2019

Cardiff 21 March 2019

£315+VAT per delegate



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COURSE**
#1000880
6 CPD CREDITS

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All you need to know - Records Management



Records Management is not the most sexiest subject on earth however, it is fundamental that an organisation knows what they have, why they have it and how long they need to keep it. On this course learn about the basic concepts, the life cycle stages of a record, the tools you need to start, how to deal with email, introduction to EDRMS/managing file structures, and how to create a file plan/business classification and how to create retention periods for records.

This course is led by Emily Overton, also known as RMGirl who has a wealth of experience in the field. You will learn the basics of records management, which will give you the tools you need to begin or improve a Records Management programme in your organisation. Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 09 January 2019

Manchester 6 February 2019

Cardiff 6 March 2019

£315+VAT per delegate



Book now - Download a booking form

Records Management - Deep Dive



20% of each RM course if both days booked together
Offer ends 29 April 2019

Records Management is not the most sexiest subject on earth however, it's fundamental that an organisation knows what they have, why they have it and how long to keep it. On this course learn how to create a solid base of policy, get senior management buy in, assess, manage and understand information risk. You will learn how to undertake an effective information audit and how to map the data flow through the organisation. This course covers the basics and also goes through more practical implementation to kick start your strategy.

During the course you will be presented with practical exercises and a toolkit to go through in how to implement records management into your organisation. You will leave with a starter kit that is applicable to where you currently work which will have been overseen by Emily Overton aka RMGirl.

Attending this course, you will receive a course workbook, additional reading, slide handouts, and a CPD certificate as part of your attendance. We have 80 years practical experience of working in Information Governance. We train with a difference, using creative learning pathways, interactive videos, pictorial slides and practical case scenarios! Plus we avoid death by PowerPoint!

London 10 January 2019

Manchester 7 February 2019

Cardiff 7 March 2019

£315+VAT per delegate



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All you need to know – Redaction and Scrutiny



Are you involved with redaction or scrutiny work? This course covers the basics of understanding requests whether they are SARs or request for info – this course starts at the point after you've logged the request and once you have all the information in front of you; and covers what is entitled, considerations of what is being asked for and the appropriate redaction per scenario. This course covers legal privilege, and two identical requests from different parties. Making a mistake, double checking / proof reading and buddying. The course also covers grey areas, risk and escalation and the consequences of releasing information alongside a practical redaction and discussion.

This course is led by Emily Overton, also known as RMGirl who has a wealth of experience in the field. Attending, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 30 April 2019

Manchester 28 May 2019

Cardiff 25 June 2019

£315+VAT per delegate



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form**

All you need to know – Data Breaches



Reporting certain personal data breaches within 72 hours to the ICO has been mandatory since May 2018, if you need to find out your reporting obligations this course will guide you through.

Topics covered include the data breach requirement under GDPR and DPA 18. How to identify, manage and respond to a personal data breach and the potential consequences to the individual and company. Preventative measures, including the use of Data Protection Impact Assessments (DPIA), systems and process, also secure data sharing procedures. Reporting- how and when to inform individuals, the types of breaches that require reporting and when to report to the ICO. As with all LTD courses you will be given practical examples of an internal breach register, how to maintain it and the consequences of not notifying the ICO of a personal data breach.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance. We have 80 years practical experience of working in Information Governance. We train with a difference, using creative learning pathways, interactive videos, pictorial slides and practical case scenarios! Plus we avoid death by PowerPoint!

London 24 January 2019
25 April 2019

Manchester 12 March 2019

Cardiff 28 February 2019

£315+VAT per delegate



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All you need to know - FOI



10% of this course if
booked before 29 April
2019

New to Freedom of Information (FOI) and not sure how to manage requests under the Freedom of Information Act 2000, or are you looking at raising the profile of the FOI process in your place of work?

This course will help you understand what a FOI request is and how to manage requests efficiently. We will look at policies and process, logging requests and how to respond to the them. Following on by identifying basic exemptions, how to apply them and the process around internal reviews, tribunal cases and appeals. At the end of the course you will understand the basics of FOI how to improve processes and have good working relationships with colleagues. Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 03 December 2018
15 February 2019

Manchester 16 January 2019
13 March 2019

Cardiff 24 April 2019

£315+VAT per delegate



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All you need to know - DPA & GDPR



This is a detailed course covering the Data Protection Act 2018 and General Data Protection Regulation (GDPR), including the principles, legal basis, accountability, records of processing activities and individual rights. This is an interactive course covering personal and special category information, privacy notices, retention and destruction, information asset registers, data flows, data breach management and subject access requests. The course also covers the impact on individuals, staff and your company.

Attending this course will provide the knowledge of the legislations and how to apply it in your work place. You will also receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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Manchester	27 February 2019
Cardiff	28 March 2019
£315+VAT per delegate	



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All you need to know – Data Protection Officer



Are you a new or existing Data Protection Officer (DPO) and want to know more about the role, then this is the course for you. The DPO will be the person staff approach for advice and guidance and it is their job to make sure the organisation stays on track with their data protection compliance program.

This course covers the role of the DPO, key responsibilities and actions of the role. How to avoid conflict of interest, working with senior management and how to manage a difference of opinions, building a Data Protection by design culture. Building a Data Protection compliance program and the importance of accountability and transparency.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 22 January 2019
17 April 2019

Manchester 19 February 2019

Cardiff 19 March 2019

£315+VAT per delegate



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All you need to know – Subject Access Requests



Are you new to the management of Subject Access Requests (SAR), or need a refresher well this is the course for you. This course provides delegates all the information they need to set up an operational SAR process.

The course covers the basics of the GDPR and the Data Protection Act 2018. What is a Subject Access Request? How to manage a SAR, identity checks, disclosure, exemptions and withholding information as well as timescales and process. Looking at deceased records and lack of capacity requests, Redaction and Third Party information, request for removal or erasure of data, objections to processing of data, and the rights to portability and automated decision making, including profiling.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London	22 January 2019
Manchester	19 February 2019
Cardiff	19 March 2019
£315+VAT per delegate	



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All you need to know - DPIA



Data Protection Impact Assessments are a tool that allows you to assess the potential privacy implications at the start of a project or process redesign. They are a useful tool that assess risk and allows you to address issues straightway rather than an after thought. DPIA's are recommended by regulations and are mandatory for certain types of processing activities. So not sure how to complete one or need more support in managing them, then this is the right course for you.

This course covers, what is a DPIA, how and when do you complete one. Regulations and guidance, the privacy by design approach. Stages of the DPIA's process the importance of obtaining senior management and stakeholder engagement. How to embedded a DPIA's process across the organisation. The review and assessment process. This is a practical course with a DPIA template and scenario completed. Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 14 January 2019
8 March 2019

Manchester 13 February 2019

Cardiff 18 April 2019

£275+VAT per delegate



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All you need to know - Data Security



Our Data Protection law requires us to store and use personal information securely. It also requires us to have security arrangements in place for all outsourcing arrangements. So you want to find out more about data security and make sure your complying with the law, then is the course for you.

The course covers an overview of General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Discussing the importance of Data Security, using data processors and sub contractors. Including relevant information security standards, such as ISO27001, encryption transportation of electronic and paper information. Password management, use of free WIFI's, Firewalls, Security, Phishing emails and encryption. Concluding the course with the management of data breaches, informing individuals and notifying the ICO.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London 14 February 2019
 14 April 2019

Manchester 11 January 2019

Cardiff 19 March 2019

£275+VAT per delegate



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All you need to know - Internal Investigations



New to investigations, or need a refresher, and not sure how to conduct an effective internal investigation within your organisation. Well this is the right course for you, and covers how to document and evidence your findings. This course covers Interviewing techniques, disciplinary procedures, and what constitutes gross misconduct and misconduct. When does the investigation become a police matter, Civil vs Criminal. You will be trained by an accredited police Detective with first hand experience.

This course will provide all you need to know to be able to conduct an effective and thorough investigation, using the correct methods. Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

We have 80 years practical experience of working in the public sector. We train with a difference, using creative learning pathways, interactive videos, pictorial slides and practical case scenarios! Plus we avoid death by PowerPoint!

London 11 April 2019

Manchester 21 February 2019

£315+VAT per delegate



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Your Data Protection Act Road Map



If your finding the Data Protection Act 2018 hard to navigate and not sure where to go and what to do. This workshop is ideal for you! Providing an overview on the DPA, practical session on the principles, common pitfalls and myths, and how to navigate the legislation. Along with the Records of Processing Activities. Practical session working through pre-submitted case scenarios, and examples on how to manage these.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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London	18 January 2019 1 March 2019
Manchester	22 February 2019
Cardiff	25 April 2019
£315+VAT per delegate	



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All you need to know - Anti Bribery & Corruption



Bribery and corruption present significant issues for organisations. If you want to know how to tackle Bribery and corruption and learn more about the topic then this course is for you. This course covers the risk areas, including sexual misconduct, social media reputation, infiltration, and computer misuse, looking at how to mitigate the risks, and the impact factors that cause an individual to be bribed. What are effective and adequate anti-bribery procedures, code of conduct, lawful business monitoring, reporting lines and how the Bribery Act effects you and your organisation. You will be trained by an accredited Police Detective with first hand experience of this topic.

Attending this course, you will receive a course workbook, additional reading, slide handouts, an LTD delegate folder, a pen and a 6 hour CPD certificate as part of your attendance.

We have 20 years practical experience of working in the Police Service and 80 years working in Information Governance. We train with a difference, using creative learning pathways, interactive videos, pictorial slides and practical case scenarios! Plus we avoid death by PowerPoint!

London 18 January 2019
 1 March 2019

Manchester 22 February 2019

Cardiff 25 April 2019

£315+VAT per delegate



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All you need to know - Individual Rights



With the General Data Protection Regulations (GDPR) and Data Protection Act 2018 strengthening and extending these rights, and the right for individuals to claim compensation for loss or damage as a consequence of processing and has breached data protection law.

This course will provide you with an in-depth look at rights covering the rights of individuals in detail under data protection law covering; the right to be informed, updated requirements for subject access requests, profiling and automated decisions, right to delete, right to restrict, to object, to data portability and financial compensation. It also covers the removal for direct marketing and exemptions for companies. Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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All you need to know – E-Privacy



It is legitimate for businesses to promote products and services widely however your not certain what the law restricts in terms of direct marketing messages. You want to make sure you create lawful marketing campaigns then this course is the designed for you.

It covers the upcoming E-Privacy Regulation and provides a practical overview of the rules that affect direct marketing, along with the use of cookies, tracking tools and behavioural advertising.

Attending this course, you will receive a course workbook, additional reading, slide handouts and a CPD certificate as part of your attendance.

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Coping with upsetting content



Are you back office staff but feel like you're living a job on the front line or new to the profession and want to be prepared before starting? You might even be a manager who looks after staff in the information governance field. Whatever your role, if it requires you to leaf through historical records that are potentially full of upsetting documents and you need to know how to cope with the content you read then this is the course for you.

Our mental health is important in information management. So, it's time to talk about the things we find distressing from working with records in our jobs and learn how we process it in order to continue doing the jobs we love. By attending you will also receive a course workbook, additional reading, slide handouts and a CPD certificate.

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