

learning  
equals  
development

# EQV Course Outline



■ Data Protection Act (Ref BS-M-DP)

■ 1 Day

Tel: 0844 888 2732 E-mail: [lets-talk@eqv.co.uk](mailto:lets-talk@eqv.co.uk) [www.eqv.co.uk](http://www.eqv.co.uk)

EQV (UK) Ltd, The Mill House, Dovecote Court, Potters Marston, Leicestershire, LE9 3JR

# Data Protection Act (Ref BS-M-DP)

## (1 Day)

### Business Benefit

It is crucial for all organisations to keep abreast of current legislation. Now that ever increasing amounts of public information is being stored electronically by more and more organisations it is vital that staff work within the rules of the Data Protection Act. This course will give delegates an understanding enable them to work within the law, as well as protecting the privacy of their customers and colleagues of the act and enable them to work within the law, as well as protecting the privacy of their customers and colleagues.

### Who Should Attend?

- Anyone who deals with the collating, storage and use of public data.

### Learning Objectives

*By the end of this course you will be able to...*

- Describe the main principles of the act.
- Understand your legal obligations.
- Detailed understanding of the main principles of the act
- Make a notification to the Information Commissioner.
- Demonstrate the correct use of compliance procedures
- Use case studies of real world issues to understand the Act

### Course Content

- Overview of the data protection act (dpa)
- Principles of data protection
- Definitions:
- What data purposes are covered by the act?
- Issues faced because of the act
- The DPA principles as applied to cctv systems
- Why the act was introduced
- The 8 Principles the act is based upon
- Legal obligations for employers and employees
- Notifying the information commissioner
- Exemptions from the act
- The penalties of violating the act
- Procedures on how to comply with the basic requirements of the act
- Case studies

### You may also be interested in

- Health & Safety Courses

Dates: 11 Jan · 15 Feb · 14 Mar · 15 Apr · 20 May  
19 Jun · 14 Jul · 18 Aug · 15 Sep · 16 Oct  
3 Nov · 15 Dec

Price: **£395**  
per person

## The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

## The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

## Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training coordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided catering for a variety of dietary needs.

## What Delegates Say about this course

*"10/10"*

*"Very helpful if issues were raised."*

*"Was clear and concise and laid out the constraints and guidelines we should remain within"*

