

THE PROTECTION OF PERSONAL INFORMATION IN BUSINESS & GOVERNMENT

COURSE DATE

20 - 22 December 2010

COURSE DURATION

3 days – 08:30 to 16:30 daily

COURSE FEES

R9 400 (excl. VAT) per delegate

5% discount
for enrolment 2 weeks
prior to course date.

WHAT'S INCLUDED

Provision of the course by AstroTech includes:

- Dynamic & knowledgeable facilitators
- A quality folder, notepad & pen
- Training file & CD
- High quality training venue
- Parking
- A course attendance certificate
- Lunch and refreshments

REGISTRATION DEADLINE

Your completed enrolment form must be received prior to the start of the scheduled course.

TEL 011 582 3200 / 0861 ASTROTECH
FAX 011 582 3201 / 0861 ASTROFAX
E-MAIL TRAINING@ASTROTECHTRAINING.CO.ZA
PRIVATE BAG X80500 HOUGHTON 2041

0861 ASTROTECH
WWW.ASTROTECH.CO.ZA

★ COURSE OVERVIEW

The Protection of Personal Information Bill will soon be passed by parliament. The impact of the new law for business and government will be significant, especially for organisations dealing with personal data. Similar laws changed the business landscape in the E.U. It will oblige organisations to set up new ways of dealing with personal information. It would mean reviewing existing relationships, processes and legal contracts. New policies will have to be drafted and implemented. A new set of obligations and penalties will be placed on organisations when they deal with personal data. The task of becoming legally compliant is large and organisations and employees need to begin early. Compliance will not only prevent penalties but also give organisations a competitive edge. To ensure your organisation is ready for the new legislation AstroTech is offering a training course on "The Protection of Personal Information in Business and Government".

The course covers the following topics:

- Protection of Personal data
 - The contents and operation of the "Protection of Personal Information Bill"
 - How business and government will be supervised
 - How the protection of personal information will be enforced
 - What the legal obligations are of organisations and their employees
 - How the new law interacts with other legislation including The Consumer Protection Act and The Electronic Communications and Transactions Act
 - How to deal with personal information
 - The international perspective and its relation to South Africa
 - The implications for data sharing and data storage
 - Cross border data flows
 - Approaches to compliance with the protection of personal data
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Managers and staff involved in direct marketing
- Managers and Business Leaders dealing with IT
- Business Leaders and Managers dealing with personal information of citizens
- Government employees working with personal information of citizens
- Legal advisors and Risk Managers
- Information Officers
- Directors and Board Members
- Compliance Officers and anyone with an interest in the protection of personal information

★ OUTCOMES

After attending this course attendees should:

- Understand privacy laws and their impact on your organisation
- Understand the protection of personal information laws and their impact on organisations
- Be aware of the risks and obligations of organisations with regard to personal data
- Understand how to deal with personal information to comply with the law
- Know where to begin with an action plan for the protection of personal data

★ TAKE HOME TOOLS

- Training file & CD
- A quality folder, notepad & pen
- Telephonic support relating to course content

★ SETA ACCREDITATION

The Services SETA has awarded AstroTech recorded status as a provider for the delivery of learning programmes.

This means that your company can claim back the applicable percentage of their skills levies if you make use of AstroTech courses.

★ THE VENUE

The AstroTech Conference Centre in Parktown, Johannesburg is in a gracious mansion in one of the most historic and beautiful areas of Johannesburg.

It is a high-end business focused conference centre with competitively priced packages, excellent facilities and top client service.

Close to major highways, airport and Johannesburg city centre, this state-of-the-art venue offers elegance, discretion, security and convenience with safe parking for 120 vehicles.

Should you require accommodation, the Sunnyside Park Hotel situated in close proximity offers AstroTech delegates a substantial discount on accommodation.

Please contact reservation on (011) 640-0431 or (011) 643-7226, quoting reference no. 4691 when booking with them.



★ BBBEE COMPLIANCE

AstroTech is BBBEE level 1 compliant. This means that we are a 135% contributor and companies investing money in training their staff through AstroTech can also improve their own BBBEE scorecard. Not only does it offer an opportunity to improve your company's Skills Development BBBEE category, but you can also improve your BBBEE Preferential Procurement category. In each case your company will benefit 135% of the spend made.

★ TERMS & CONDITIONS

Should course expectations not be met for any reason, delegates are given the opportunity to leave before lunch on the 1st day and receive a full refund of the course fee.

➤ CANCELLATIONS

A cancellation can only be confirmed if we are advised in writing at training@astrotechtraining.co.za

For cancellations received more than one week prior to the course:

0% cancellation fee will apply.

For cancellations received less than ONE WEEK prior to the course:

50% cancellation fee will apply.

For cancellations received within 24 hours of the course:

100% cancellation fee will apply.

Substitutes are welcome at no additional charge at any time prior to the course.

➤ POSTPONEMENTS

Requests to postpone course attendance must be received in writing at least three full working days prior to the course commencement. Should we not receive written confirmation within this period; the postponement will be subject to an additional fee of R 1,270 (excl VAT) per delegate. All course postponements or programme exchanges need to be utilized within 6 months of the original course booking or the course fee will be forfeited.

Cancellations on postponements or exchanges are subject to the full course fee.

➤ ABSENT DELEGATES

In the event that a delegate does not arrive for the course and no written cancellation has been received and confirmed, the full course fee will be payable.

➤ PRESENTERS

Should it be necessary, AstroTech reserves the right to substitute the presenter.

➤ COMMUNICATION

When a person registers on AstroTech's website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise by AstroTech and/or its business partners.

➤ DISCLAIMER

AstroTech wish to advise that they will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.

ENROLMENT FORM

Please book your place on the course by emailing or faxing this enrolment form. Your place is confirmed on receipt of the completed enrolment form.

Fax to 011 582 3201 or E-mail training@astrotechtraining.co.za

SALES CONTRACT

COURSE NAME: **The Protection of Personal Information in Business and Government**

COURSE DATE: **20 - 22 December 2010**

COURSE CODE: **PPI 201210**

TOTAL NUMBER OF DELEGATES TO BE ENROLLED

> DELEGATE DETAILS [Please print clearly]

1 First Name and Surname

Position

E-mail

Cell No.

2 First Name and Surname

Position

E-mail

Cell No.

Special Dietary Needs

No. of Kosher No. of Halaal Other _____

Special Needs (e.g. wheelchair)

TO REGISTER ADDITIONAL DELEGATES, PLEASE COMPLETE THE INFORMATION ON THE PAGE OVERLEAF.

> COMPANY DETAILS

(Please include your company details & VAT No. as required on the invoice before submitting your enrolment form)

Full Company Name

Postal Address

Postal Code

Company VAT Registration No.

Telephone No.

Fax No.

> INVOICE DETAILS

Invoice Contact Person

Telephone No.

E-mail

Purchase Order No (if applicable)

Do you require separate invoices for each delegate? YES NO

NB: Please include your AstroTech invoice number as a reference on your deposit when making payment.

> AUTHORISATION

Name

Position

Telephone No.

E-mail

Fees

Surcharge per Halaal meal

Surcharge per Kosher meal

R9 400.00 (excl. VAT) per delegate

R 65.00 (excl. VAT) per person per day

R 175.00 (excl. VAT) per person per day

A 5% discount is applicable for all registrations received two weeks prior to course commencement (06 December 2010). Upon receipt, a tax invoice will be processed and payment is required prior to the start of the scheduled course.

You will receive course confirmation via Facsimile or E-mail. If you have not received your confirmation five (5) days prior to the scheduled date of the course, please contact Wvonia on 0861 ASTROTECH/011 582 3200.

If the course is not held for any reason, AstroTech's liability is limited to the refund of the full course fee. Substitutions may be made at any time prior to the start of a training course. Submission of this enrolment form constitutes acceptance of AstroTech's terms and conditions.

Signature

Date / /

