

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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THE PROTECTION OF PERSONAL INFORMATION IN BUSINESS & GOVERNMENT

★ 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 will 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

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ 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

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (**No. 3852**)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

➤ PAYMENTS:

Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:

COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course

COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course

Absent delegates are charged for.

➤ POSTPONEMENTS:

POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.

A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.

➤ CANCELLATIONS:

CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course

PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course

PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course

➤ PRESENTERS:

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

➤ VENUE:

If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.

➤ COMMUNICATION:

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

➤ DISCLAIMER:

AstroTech Training 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.