

## IT & THE LAW

## 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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### ★ COURSE OVERVIEW

With the growth in the use of IT systems in business in recent years, there is a growing amount of risk exposure to companies in this regard. Consequently, there has also been a surge in the amount of legislation that has emerged as a result of this. This places an additional burden on IT managers and staff to ensure that they are suitably informed so as to best protect their company from the many risks facing them. In order to assist IT personnel to be informed with the latest developments, AstroTech offers a training program titled "IT & The Law".

The course covers the following key topics:

- > Understanding the ECT Act
  - > Intercepting or monitoring staff email
  - > Tracking websites employees use
  - > Legal requirements for email storage
  - > Spam!
  - > Software licensing issues
  - > What IT contracts & declarations should employees sign?
  - > What policies do employers need & when?
    - > Internal security policy
    - > Internet usage policy
    - > Internal backup policy
  - > Corporate Governance & IT
  - > The importance of email disclaimers
  - > Electronic contract conclusion
  - > Necessary website terms & conditions
  - > Selling goods on-line
  - > Using your website to comply with Proatia
  - > Intellectual Property & the internet:
    - > Trade marks
    - > Copyrights
    - > Domain names
  - > Software development legal implications
  - > The use of software escrow
  - > Data storage requirements
  - > Preventing computer fraud
  - > Telephone monitoring
  - > Personal software on company equipment
  - > Sending unauthorised mail
  - > What could put the IT Manager in jail!
- ... AND MUCH MORE!



## COURSE INFORMATION

### ★ WHO SHOULD ATTEND

- IT managers & staff
- Technology managers
- Managers whose organisations rely heavily on IT systems
- IT project managers & project personnel
- Engineers & technicians
- Marketing personnel involved with websites
- Anyone else with an interest in IT & The Law

### ★ 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:

- Be knowledgeable about applicable legislation
- Be able to best protect your organisation
- Understand the implications of your actions/systems
- Know what policies you need in place
- Network with other professionals in the industry

### ★ 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.