

## BATH & NORTH EAST SOMERSET COUNCIL

### INFORMATION GOVERNANCE TRAINING – HANDLING PERSONAL AND SENSITIVE DATA

**When:** Wednesday 16 March 2016  
**Where:** Somerdale Pavilion, Keynsham  
**Time:** 1<sup>st</sup> session 9.00 – 12.00 (registration 9.00-9.30)  
2<sup>nd</sup> session 1.30 – 4.30 (registration 1.30-2.00)  
(The 2<sup>nd</sup> session is a repeat of the 1<sup>st</sup> session: only book for one of them)

Do you **know** your organisation's legal obligations on handling personal and sensitive data?

Do you know the IT security measures you **need** to have in place to protect that data?

Do you know **ALL** your obligations when handling personal sensitive data as part of any public sector contract that you deliver?

If the answer is '*I think so*', '*not sure*' or '*no*' to any one of the above questions and you hold a contract with B&NES or want to become a B&NES provider, then you need to attend this training session. Even if your answer is '*yes*' to all of the questions, it will be beneficial for you to attend this session to ensure that you are complying with all of the upto date legal and B&NES requirements.

The session will cover what you should be doing, why you should be doing it and, with input from our IT team, how you should be doing it, as well as what we require during the commissioning and procurement phases of a contract.

There are now stringent legal obligations in place in respect of the handling of personal and sensitive data and we need to ensure that all organisations with whom we have contracts and who handle personal and sensitive data on our behalf are aware of the obligations and have the measures in place to protect that data.

B&NES are taking these requirements very seriously. For relevant contracts we will be asking for a much higher degree of compliance than we have before at both the Pre-qualification and Invitation to Tender stages of the commissioning and procurement process.

To book your place for one of these sessions, please register at the following links. Remember the 2<sup>nd</sup> session is a repeat of the 1<sup>st</sup> session: only book for one of them.

Morning session: <https://hpsd1.eventbrite.co.uk>

Afternoon session: <http://hpsd2.eventbrite.co.uk>

If you subsequently find that you are unable to attend, please go back into Eventbrite through the relevant link and cancel your booking.

***\*\*\*Please note that due to the expected high demand for this training, we reserve the right to charge a 'no show' charge of £30 if you do not let us know 24 hours before the event that you will not be attending\*\*\****