

### ISEB CERTIFICATE - 5 DAY COURSE ITINERARY

	Certificate in Information Security Management Principles	Certificate in Data Protection	Certificate in Freedom of Information
<b>Monday</b>	<p>Introductions / H&amp;S Aims &amp; Objectives Exam Structure What is Information Security Threats &amp; Vulnerabilities Risk</p>	<p>Introductions / H&amp;S Aims &amp; Objectives Exam Structure "Where am I now" Introductions to Privacy Definitions</p>	<p>Introductions / H&amp;S Aims &amp; Objectives Exam Structure FOISA or FOIA History &amp; International Aspects FOI – Legislation Relationships The Duties of the Act Who the Acts Effect Held Information</p>
<b>Tuesday</b>	<p>Controls Organisation Standards Legal</p>	<p>The Data Protection Principles Schedule 2 Schedule 3</p>	<p>The Process Access to Information EIR Code of Practice FOI – EIR Differences</p>
<b>Wednesday</b>	<p>Physical Security Incident Handling Communications</p>	<p>Rights of the Individual ISO27000 Series Overseas Transfer Schedule 4</p>	<p>Records Management Metadata Electronic Records Publication Schemes</p>
<b>Thursday</b>	<p>Communications (continued) Networks</p>	<p>Role of the Information - Commissioner Notification Exemptions Offences</p>	<p>Absolute Exemptions Qualified Exemptions Class Exemptions Prejudice Exemptions Public Interest Test Introduction to Enforcement Complaints review – the role of the Commissioner</p>
<b>Friday</b>	<p>Cryptography Revision Mock Examination Exam</p>	<p>Privacy &amp; Electronic Communications (EC Dir) Regs - 2003 Associated Legislation Example Questions</p>	<p>Practice Recommendations &amp; - Notices Certificates &amp; Ministerial Override Tribunals Criminal &amp; Warrant Offences The Dept for Justice &amp; MOU Related Legislation EIRs &amp; PSI</p>
<b>Exam Preparation Day</b>	<p>Not Applicable</p>	<p>Examination Structure &amp; - Techniques Syllabus Review Questions &amp; Answers Mock Examination Questions &amp; Answers Discussion</p>	<p>Examination Structure &amp; - Techniques Syllabus Review Questions &amp; Answers Mock Examination Questions &amp; Answers Discussion</p>
<b>Exam</b>	<p>Last afternoon of the course 1½ Hour Multiple Choice Exam</p>	<p>Quarterly 3 Hour, 3 Part Written Exam</p>	<p>Quarterly 3 Hour, 3 Part Written Exam</p>