



## BS 10012:2017 +A1:2018 Internal Auditor

### Training course



#### Essential information about the course

BS 10012:17 +A1:2018 Personal Information Management System (PIMS) is designed to help organizations better understand, manage and reduce their risks around personal information. However, the framework is not a 'one size fits all' solution and its implementation will vary depending upon the nature, size and complexity of the organization, and the nature of the information it processes.

Once an organization has implemented BS 10012:17 +A1:2018, it's imperative that it measures the effectiveness of its implementation efforts to better understand what is working well and where things might be improved. The framework has been designed with flexibility in mind, which will enable organizations to respond to the results of their measuring efforts by making adjustments to their implementation.

By attending this one-day course, you'll understand why measurement and analysis of the framework implementation is so important and what areas the internal audit should focus on to ensure its effectiveness.

This course will provide you with sufficient information on auditing the implementation of BS 10012:17 +A1:2018 to enable you and your organization to understand, detect, correct and monitor the effectiveness of the framework. You'll be provided with a series of practical activities and class discussions, which will develop your internal audit ability.

#### Our course agenda

- Benefits to you, welcome and introductions
- Course aim, learning objectives and course structure
- Refresh and background of BS 10012:2017
- Benefits of a PIMS
- Documented information
- Additions to the HLS for PIMS
- Clauses 5.4, 6.2 and 8.2
- Auditing terminology
- Conducting audit activities
- Roles, responsibilities and competences
- Subject access request procedure
- Supplier Audits
- Incident management
- Summary and questions
- End of course

Upon successful completion of your course, you'll receive an internationally recognized BSI certificate

## Make sure the course is right for you

### Who is this course for?

Anyone who wants to learn:

- How to assess the effectiveness of an organization's BS 10012 implementation
- Practical techniques and methods which can be adopted in order to effectively internally audit and maintain a BS 10012:17+A1:2018 system
- How to internally audit BS 10012:17+A1:2018

The course is applicable to representatives from any size or type of organization who are currently involved in planning, implementing and maintaining a PIMS to the BS 10012:17 +A1:2018 framework.

What will I learn?	What are the benefits?
<p>You'll be able to explain:</p> <ul style="list-style-type: none"><li>• The key operational requirements of BS 10012:17+A1:2018 (Clause 8) and how to go about assessing them</li><li>• What and who should be audited and why</li><li>• Where to look for evidence when conducting audits</li><li>• Common traps that organizations fall into when implementing BS 10012:17+A1:2018</li><li>• How to audit your organization by taking a pragmatic business-focused approach against requirements which can be open to interpretation</li></ul> <p>You'll have the skills to:</p> <ul style="list-style-type: none"><li>• Conduct process audits in the following areas:</li><li>• Roles, responsibilities and competences</li><li>• Subject access request procedures</li><li>• Suppliers</li><li>• Incident management</li></ul>	<p>This course will help you:</p> <ul style="list-style-type: none"><li>• Gain a greater understanding of some of the key operational requirements of BS 10012:17+A1:2018 (Clause 8) and how to go about assessing them</li><li>• Practice your internal auditing skills by conducting four detailed process audits</li><li>• Understand what areas should be audited, and techniques and approaches to consider</li><li>• Establish an understanding of the issues organizations face when maintaining and auditing framework processes</li><li>• Interpret some of the more subjective requirements of the standard</li></ul>

**Prerequisites** - you are expected to have the following prior knowledge:

<p>We recommend that you have knowledge of the requirements of Personal Information Management Systems (PIMS) and the standard BS 10012:17 +A1:2018. The requirements of this standard are not specifically taught on this course.</p> <p>It would be highly beneficial for you to have attended the BS 10012:17 +A1:2018 Requirements course before you take this course.</p> <p>We also recommend that you have an awareness of data protection issues and basic understanding of data protection principles and terminology.</p> <p>It would be highly advantageous for you to have an understanding of your own organization's current PIMS.</p> <p>You're likely to already be an internal or lead auditor and familiar with auditing management systems as this course is not aimed at teaching how to audit, rather what and how to audit BS 10012:17 +A1:2018.</p>
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### Why invest in training from BSI?

We want to make sure you have the best learning experience possible. That's why we offer a range of training courses from beginner to expert. We create a positive learning environment so you retain the knowledge and acquire the skills that will continue to be of use beyond the course.

When you attend a BSI training course, our tutors are the best in the business. They're truly passionate about sharing their knowledge and ensuring you learn. Trusted experts with years of hands-on and business experience, they bring the subject matter to life with relevant and contemporary examples to enhance your learning.

Training delivered at your site could be a convenient and cost effective option, especially if you have multiple delegates. Talk to one of our experts to find out more.

### **Next steps with the BSI Academy**

Want to learn more? You may be interested in:

BS 10012 Implementation Training Course, GDPR Foundation Training Course and our BSI Entropy Software which can support your BS 10012 implementation.



**BSI Group**  
Kitemark Court  
Davy Avenue, Knowlhill  
Milton Keynes, MK5 8PP

Find out more

Call: **+44 (0)345 086 9000**

Email: **training@bsigroup.com**

or visit: **bsigroup.com/training**