



THE UNITED REPUBLIC OF TANZANIA
INSTITUTE OF ACCOUNTANCY ARUSHA



SHORT COURSE ANNOUNCEMENT
ON
OFFICE CONFIDENTIALITY AND CLEAN DESK POLICY

(24th - 28th June 2019 - IAA Arusha Campus, Arusha)

1.0 COURSE BACKGROUND

In Confidentiality of information in the workplace has never been so important. As digital storage of sensitive data becomes the norm, cyber security concerns grow and the General Data Protection Regulation (GDPR) comes into being, confidentiality is a more pressing issue than ever. Whether its customer information or a private internal matter that needs safeguarding, protecting confidentiality of sensitive data is vital. And therefore, this course is designed to equip participants with necessary skills, understanding and best practices with regard to protecting data, handling sensitive information/data and everything they need to be aware of in their daily job. The course will also cover the best practices on implementation and enforcement of **Clean Desk Policy** as a tool for data security and privacy control.

2.0 COURSE OBJECTIVE

This is intended to equip participants with the knowledge, understanding and skills on data protection, information handling, key privacy and confidentiality principles, and how to meet legal requirements in the collection, use and storage of information. Also, participants will be taken through the legal requirements which must be put into practice to ensure legal compliance.

At the end of the course participants are expected to able to safely handle sensitive information/data and ensure their confidentiality in best ways, and understand their role and legal implication with regards to data protection and hence work responsibly in their organizations.

3.0 COURSE CONTENTS

The contents of the course will be:

- Understanding information life-cycle
- Understanding types of information/data (Management information, Trade secrets, and Personal information)
- Understand the risks within each stage of information life-cycle
- Information/data classification best practices
- Describe what Data Protection, Handling Information and Confidentiality means
- Analyze the key principles of the Data Privacy and confidentiality

- Discuss the core principles of data protection
- Explain and evaluate the implications employers and employees of not adhering to legislation
- Describe the legal rights which people have in accessing data held about them.
- Describe methods of ensuring safe holding, confidential storing, processing and suitable use of data.
- Explain ways of ensuring that employers and employees meet legal requirement
- Security implication on non-clean desk
- Elements of clean desk policy
- Clean desk policy implementation and enforcement
- Clean desk policy - Best practice
- Clean desk policy - Audit checklist

4.0 TARGET PARTICIPANTS

The course is intended for anyone who handles information as part of their workload, making it suitable for directors, managers, supervisors, HoDs, records officers, registry Staff, Executive Assistants, Personal Secretaries, Administrative Staff, Receptionists, admission and examination staff, HR staff, bankers and workers carrying out data input tasks.

5.0 METHODOLOGY

The course will be achieved through discussions, case studies, and practices/exercises. Participants will receive all course materials, and at the end of the course participants will receive a certificate of completion.

6.0 FEES & MODE OF PAYMENT:

The fee for the course is **TZS 1,500,000/=** (say **One Million Five Hundred Thousand Only**) to cover for training material, tea and lunch. Participants will have to arrange for their own travel, accommodation and upkeep while attending the course in Arusha. Payment may be in cash, cheques or TISS paid directly to our **Bank Account No. 014103007130 in the name of Institute of Accountancy Arusha, NBC, Arusha Branch.** **Early registration is highly encouraged and appreciated.**

7.0 DATE, DURATION AND VENUE:

This course will be conducted from **24th – 28th June 2019** at the Institute of Accountancy Arusha, located at Njiro Hill-Arusha.

8.0 CONTACT PERSONS

For more details please don't hesitate to contact any of the following:

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