BSI Training Academy

BS 10012:2017 Personal Information Management System **Requirements** training course

Essential information about the course

BS 10012:2017 provides a framework for a Personal Information Management System (PIMS). It will help you to maintain and improve compliance with data protection legislation within your organization and provide assurance to your stakeholders.

This one-day course will introduce you to the principles of BS 10012:2017.

It will help you understand how BS 10012:2017 aligns with the key privacy principles of the General Data Protection Regulation (GDPR) and the roles individuals will need to play.

With the full support of a world-class BSI tutor, you'll learn about the BS 10012:2017 standard, common terms and definitions, and the key concepts and requirements.

Our course agenda

- Key terms and definitions
- Background to BS 10012:2017
- Data protection principles
- Why implement a Personal Information Management System (PIMS)?
- Why a PIMS is important to an organization and its benefits
- Guidance on risk and process
- The key concepts and structure of BS 10012:2017

- Context of the organization (Clause 4)
- Leadership (Clause 5)
- Planning (Clause 6)
- Support (Clause 7)
- Operation (Clause 8)
- Performance evaluation (Clause 9)
- Improvement (Clause 10)

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On successful completion, you will receive an internationally recognized BSI Training Academy certificate

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...making excellence a habit.™

BS 10012:2017 Personal Information Management System
Requirements training course

This course will enable you to gain an understanding of an effective Personal Information Management System (PIMS) within an organization by providing a systematic approach to achieving its continual protection and safeguarding.

Make sure this is the right course for you.

This course is for:

Anyone involved in the planning, implementing and maintaining of a BS 10012:2017 Personal Information Management System

What you'll learn:

On completion of this training course, you'll be able to explain:

- What a PIMS is, why it's important, and how it can benefit your organization
- The main requirements of BS 10012:2017 (e.g. embedding the PIMS in an organization's culture, addressing risks and opportunities and setting PIMS objectives)
- The key concepts and structure of BS 10012:2017
- The key terms and definitions used

Benefits:

This course will help you:

- Understand the importance and benefits of having an effective PIMS in place
- Understand the content of BS 10012:2017, your requirements, and how it will improve your business
- Identify and manage risks to personal information
- Support regulatory compliance with data protection legislation
- Inspire customer trust
- Protect your organization's reputation
- Benchmark your organization's personal information management practices with recognized best practice
- Integrate BS 10012:2017 with other management system standards

Why train with BSI?

Our unique accelerated approach fast-tracks learning by improving your knowledge retention and skill application. This course involves practical activities, group discussions and classroom learning to help you develop a deeper understanding of the material and have a greater impact on job performance.

Prerequisites

We recommend that you have a general awareness of a PIMS and a basic understanding of data protection principles and terminology.

We also recommend that you have an understanding of whether a PIMS is currently employed in your organization.

Next steps with the BSI Academy

Want to learn more? You may also be interested in our GDPR Foundation training course and our BS 10012:2017 Personal Information Management System Implementation training course.

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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**