

Compliance in 2019: Cost Effective Compliance Mgt. (making it simple) plus Data Protection: Life after GDPR

West Wales Law Society in collaboration with DG Legal is pleased to offer a half-day course on how to ensure that what your compliance officers are doing in practice is effective but not time consuming plus remaining compliant with the GDPR and Data Protection Act 2018, both of which came in to force on 25 May 2018.

The course covers the steps required to understand the gap between your present systems and those necessary in order to achieve effective compliance with relevant legislation and codes. It will also provide practical advice on common errors made by law firms and how to avoid them, together with tips on best practice.

The course shall also review development since GDPR was introduced and incorporate the latest updates from the Information Commissioner's Office, the Law Society and the SRA. We also share learning from DG Legal's own consultancy work since May 2018.

The course will cover the Government backed Cyber Essentials accreditation scheme which, if followed, allows firms and agencies to implement effective baseline cyber security measures and to better safeguard personal data¹.

Course Content

- What the Compliance Officers should be including in the records that you should be maintaining:
 - The Compliance Plan
 - The Risk Register
 - Central Registers and Other Records
 - Monthly Checks
 - Annual & Other Reviews
- The Breach Register
- GDPR Awareness including:
 - What's new in GDPR and the DPA 2018
 - Key principles and restrictions in handling Personal Data
 - Common mistakes and areas of increased risk
- Assessing your readiness:
 - Auditing the information you hold
 - What you need to do
- Cyber Essentials:
 - A summary of the Cyber Essentials scheme
 - Obtaining Cyber Essentials accreditation
- We shall also briefly discuss the New Code of Conduct

Why You Should Attend?

This course is aimed at all law firms (and those working with them). The content of the course is relevant to all managers, principals and lawyers wishing to improve their understanding of Compliance including the GDPR and Data Security.

Speakers

Matt Howgate, Consultant, DG Legal

Matthew is a non-practising solicitor and was formerly Senior Legal Adviser and Head of Continuous Improvement at the Legal Services Commission. He was also Legal Standards Principal at the Co-operative Legal Services.

¹ <http://www.cyberessentials.org/>

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Since 2008 he has been providing expert organisational development, compliance and strategy consultancy. He has particular expertise in SRA and BSB compliance issues, data protection (and GDPR) compliance and is recognised as a leading expert on the legal aid scheme. Mathew has worked with dozens of firms and agencies on GDPR and data security projects over the last 12 months.

David Gilmore, Director, DG Legal

David has provided advice and assistance to hundreds of law firms and other legal organisations. He delivers specialist consultancy and training on a wide range of topics including business management & strategy, tendering, compliance and quality assurance.

David also founded and regularly contributes to LegalVoice, a not-for-profit online magazine for legal professionals. Prior to establishing DG Legal, David worked for Abbey, Marks & Spencer and the Legal Services Commission in varying senior management roles. In 2016 David was appointed as a Commissioner advising Lord Bach on policy relating to Justice and Legal Aid.

Sarah Charlton, Consultant, ILFM & DG Legal

Sarah has worked in the Legal Accounting field for nearly 30 years, having been a member of the ILFM throughout her career. Sarah qualified as a Fellow member of the ILFM in 2005, winning the 'Wilfred Owen' award for her dissertation on 'Practice Management within a Law Firm'.

Sarah has worked for both small and medium size law firms fulfilling a variety of roles in Practice Management and Financial Compliance.

Detailed biographies are at <https://dglegal.co.uk/the-team/>

Course Details

Date

30 September 2019

Time

2:00pm – 5:00pm (registration from 1.45pm)

Venue

The Bowling Club, Carmarthen, SA31 3BT

Cost

£35 for members of WWLS or CBLS

£40 for non-members or WWLS or CBLS

10% discount for 2 delegates from the same firm

20% discount for 3 or more delegates from the same firm

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Booking Form

Delegate Details

(Please complete in block capitals)

Name
Firm
Address
.....
.....
Position
Tel
Email

I attach a cheque for £

Payable to West Wales Law Society

Costs

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£40 for non-members of WWLS or CBLS

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Please tick one of the following:

- I am a member of West Wales Law Society or Carmarthen Borough Law Society.
- I am not a member of West Wales Law Society or Carmarthen Borough Law Society.

If you are not a member but practise in West Wales and would be interested in joining West Wales Law Society, please contact Sarah Charlton at Eaton-Evans & Morris Ltd (01437 763383)

Booking Form and Payment

Please send this completed booking form and payment to Mary Evans of Lewis Lewis & Co, Waverley House, 22 Lammas Street, Carmarthen, SA31 3AL (DX51423 Carmarthen)

Enquiries

For enquiries, please send an email to mary@lewislewis.co.uk or melanie@lewislewis.co.uk