



# INFORMATION PROTECTION AWARENESS WORKSHOP

**EXCLUSIVE FOR GOVERNMENT DEPARTMENTS & EMPLOYEES**

- **Pretoria** 03 – 04 March 2011
- **Cape Town** 17 – 18 March 2011

- **Durban** 10 – 11 March 2011
- **Bloemfontein** 24 – 25 March 2011

CBIA is presenting a two-day practical workshop for managers, personal assistants (PA's), secretaries and all other office personnel who deal with **confidential** information, information with **economic** value, government **documents** and **personal** information on a regular basis as well as those who are responsible for protecting their departments and themselves against information leakage and theft.

The **objective** of the information protection workshops are:

1. to help employees recognise that the information that they handle on a daily basis is valuable and that they are vulnerable;
2. to increase their security awareness of the threats against information; and
3. to inform them of their roles and responsibilities when handling government information based on the SA government's **Minimum Information Security Standards (MISS)** policy.

Attendees receive formal lectures and do practical group work to identify the main information security breaches that can occur in both the office and out of office environments. Examples from case studies and films are used to analyse the implications of events and the lessons learned for today's challenges.

The **aim** is to provide a deep and rich understanding of all employees' roles and responsibilities. People who attended this workshop find themselves far more empowered than before. **Managers** manage information protection more effectively, take better care of their people and **employees** are provided with the right tools and knowledge to protect themselves and the information in their possession.

The workshop will take participants on an eye-opening journey regarding the protection of information. Reference is also made to the proposed Protection of Information Bill. Additional issues such as safe document handling, classification of information, telephone requests, foreign travel, how to protect your information whilst out of the office, targeting, computer, IT security and TSCM are discussed.

More than 2 500 government employees on all levels have attended this workshop.

For **additional** information about this workshop, a programme or to arrange a meeting to discuss your requirements, please call us on Tel (012) 664-3157 or send an e-mail to [training@cbia.co.za](mailto:training@cbia.co.za)

**The cost per person is R5 700.00 (Incl VAT). If you wish to attend this unique workshop please complete the registration form and return it with your official order to Fax (012) 664-3180 or (086) 670-9007**

## INFORMATION PROTECTION AWARENESS WORKSHOP

**EXCLUSIVE FOR GOVERNMENT DEPARTMENTS & EMPLOYEES**  
**PRETORIA • DURBAN • CAPE TOWN • BLOEMFONTEIN**

Name & Surname \_\_\_\_\_  
 \_\_\_\_\_ Dr/Mr/Ms/Mrs

Department \_\_\_\_\_

Designation \_\_\_\_\_

Work Postal Address \_\_\_\_\_  
 \_\_\_\_\_ Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Special Requirements (  Dietary /  Physical)

**Select (X) venue and date**

- Pretoria** Manhattan Hotel 03 – 04 March 2011
- Durban** Hilton Hotel 10 – 11 March 2011
- Cape Town** Cullinan Hotel 17 – 18 March 2011
- Bloemfontein** Southern Sun Hotel 24 – 25 March 2011

**WORKSHOP FEE: R5 700.00 (Fees include VAT, certificate, training material, meals and refreshments.)** Please fax completed registration form to **Fax (012) 664-3180 or (086) 670-9007.** **(Save! Register four people from the same department and a fifth person attends free!)**

**PAYMENT METHOD, CONDITIONS & TERMS (PLEASE READ)**  
 Workshop fee payable to: CBIA cc, PO Box 16063, Lyttelton 0140, via bank deposit at Standard Bank, Centurion, account number 410309869, Branch Code 012-645. Please include your name as the beneficiary reference on the electronic transfer or direct deposits slips to **Fax (012) 664-3180.** A VAT invoice and an acknowledgement letter will be issued on receipt of the completed registration form. Cancellations thereafter cannot be refunded. Substitutes are accepted. **Workshop fees are payable in advance, unless a departmental order has been issued prior to the date of the event.** Please note that you will be held responsible for this account once you have signed and submitted your registration form! We reserve the right to cancel or change the dates of events and to refuse admission to the workshops, should you fail to comply with our requirements and conditions. **I agree to the above conditions and terms.**

Attendee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ (Print Name and Rank)

**REGISTRATION FORM**