



UNDERSTANDING STANDARD 8.0

TRAINING COURSE INFORMATION PACK





Training lead By:
Steve Mellings
Founder, ADISA Certification

Dear Attendee,

Thank you for enquiring about the ADISA training course, “Understanding Standard 8.0” to be held at Rothamsted Conference Centre in Harpenden on January 18th 2024.

This course will explore the ICO approved ICT Asset Recovery Standard 8.0 as a whole and will focus in detail on some of the key concepts to enable delegates to build a broader understanding of the logic behind the Standard itself.

All course material will be provided but you are expected to be familiar with Standard 8.0 to enable the course to build from basic to detailed understanding.

Throughout the day refreshments will be provided and Lunch is also included and should you have specific dietary requirements please let us know at time of booking.

We appreciate your feedback and would love to hear from you after the course. Please share your experience via email: marketing@adisa.global

Thank you

Team ADISA

9.00 **Arrival Refreshments and welcome.**

Morning Session - Key Concepts

9.15 **Introduction.**

- Structure of Standard 8.0.
- ICO approval.
- UKAS Accreditation.

9.30 **Review of UK GDPR and application to the ITAD service.**

9.45 **Customer Engagement.**

- Understanding Article 28 (Criterion 2.1.2)
- Overcoming objections.
- Examples of compliance and non-compliance.

10.00 **Data Impact Assurance Levels (DIAL)**

- Why do these exist?
- Explaining the benefits to customers.
- Overcoming objections.
- Examples of compliance and non-compliance.

10.15 **Comfort break and open discussion.**

10.45 **Physical Security explained.**

- What are layers of physical security.
- How to deal with adjoining buildings.
- What might be included.
- Using mezzanine and height.

11.00 **Logistic Considerations.**

- Using third parties.
- Hubs.
- Chain of custody.

11.15 **Sub-Processors.**

- What is a sub-processor.
- Operating as a sub-processor and DIAL implications.
- Using sub-processors.

11.30 **Data Sanitisation.**

- High level overview of storage media.
- What are the different forms of sanitisation.
- Understanding international sanitisation specifications.
- What are each of their vulnerabilities.
- What is the requirement of ADISA Standard 8.0.

12.30 Lunch and open discussion



Afternoon - Achieving and Maintaining Certification

- 1.30 **Understanding the Certification Concepts.**
- Customer engagement review for new customers.
 - Statement of Compliance. (Preparing for audit)
 - Code of Conduct and the Certification Agreement.
- 1.45 **Types of Audit.**
- Full Audit. (Remote, Site, Sampling)
 - Surveillance Audits. (Data, Process and Security)
- 2.00 **Non-Conformance Process.**
- Major, minor and observations.
 - Explaining the Corrective Action Plan.
 - Audit Failure Process and implications.
- 2.15 **Your rights explained.**
- Appeals.
 - Complaints.
 - Escalations.
- 2.30 **Comfort break and open discussion.**
- 2.45 **Maintaining Certification.**
- Building compliance into business as usual.
 - Internal oversight on a day to day basis.
 - Building out an internal audit plan.
 - Dealing with changes in process.
 - Operational Variations.
 - Training.
 - Succession Planning.
- 3.15 **Good and Bad Audits.**
- Common mistakes.
 - Achieving and maintaining certification. Your take aways from today.
- 3.30 **Expansion time.**

We allocate 30 minutes at the end of the session as contingency for running over due to discussion and debate which we encourage at all times during the day. This time can also be used for scenario based discussions or specific questions not covered by the content.

Approximately 4pm Finish



Venue Information

Rothamsted Conference Centre, Rothamsted Enterprises, West Common, Harpenden, Hertfordshire, AL5 2JQ

Course Timings: 9am till 4pm

By Road

Harpenden is about 7 miles north of the M25 London Orbital Motorway and close to Junctions 9 or 10 of the M1.

By Rail

Harpenden is 28 mins by train from London St Pancras International (adjoined with London Kings Cross).
Taxis are available on arrival at Harpenden station.

By Air

The closest international airports are Luton, Heathrow and Stansted.

Luton Airport is 20 mins from Rothamsted Conference Centre
London Heathrow and London Stansted airports are approximately an hour from Rothamsted Conference Centre (dependent on traffic conditions).

Parking

There is plenty of free parking to the rear of the Rothamsted Conference Centre. Please follow the signs for visitor's car parking. Please report to the Conference Centre reception on arrival to be directed to the training room

Next Steps:

To book your place email training@adisa.global and please provide details of any dietary requirements and additional needs that we need to consider during the day.



For more information on events contact:
training@adisa.global