



PSDC – eArchiving training session

In today's information society, the digitalisation of important documents has become a major factor to prevent their involuntary loss or destruction. However, the practice of converting and conserving these documents must not under any circumstances nullify their legal value. In Luxembourg, this legal value can be ensured by the usage of a provider that has been certified 'Prestataire de Services de Dématérialisation ou de Conservation' by ILNAS. During this training session, itrust consulting offers explanations of the PSDC certification principles in order to give a more detailed overview of this new concept.

This training session is primarily aimed at organisations who wish to put in place a creation and archiving process for their documentation that will allow them to ensure the legal value of these documents.

General information

Place	itrust consulting s.à r.l., 55, rue Gabriel Lippmann, L-6947 Niederanven, Luxembourg
Date	See agenda
Duration	1 day
Trainer	Carlo Harpes , PhD, founder and Managing Director of itrust consulting. He has more than 25 years' experience as a security consultant, security manager, and is always at the cutting edge of current security strategies and developments. ISO/IEC 27001 (lead) auditor, certified for the SNCH, PECB and Certi-Trust Europe, PKI technical auditor for ILNAS, certified as risk manager ISO/IEC 27005, and lead implementer ISO/IEC 27001. Dr Harpes is a recognized expert in information and ICT security and involved in the fields of education as Associate professor at the University of Luxembourg, in local and European R&D projects, and in standardization (ISO/SC27 expert, CLUSIL, Celtic, ITEA2, H2020, ESA etc.).
Language	French or English (support in English)
Participant profile	<ul style="list-style-type: none"> • ICT and information security responsible in charge of implementing the digitalisation and archiving processes in compliance with Luxembourg PSDC standard; • CISO; • Internal auditors.

Outcomes

After this training, the participant should be able to:

- Understand terminology used in digitalisation, earchiving and in the PSDC regulation;
- Understand the Regulation of 25 July, 2015 and also the certification and general concept of the certification;
- Apply the exact processes of digitalisation and archiving;
- Summarize the important points of ISMS as general requirements, establishing of ISMS and continual improvement;
- Explain the objectives and measures.

Practical information

Registration and more information	Please fill out the registration form in the 'Training' section on our website www.itrust.lu or call us at +352 26 176 212. For more information send us an e-mail to training@itrust.lu	
Lunch	Included:	<ul style="list-style-type: none"> • coffee, drinks and snacks in our training centre; • lunch in a restaurant.
Payment	The training fees have to be paid before the beginning of the training session via bank transfer. A bill containing all the details will be sent to you via E-mail after completion of your registration.	
Training schedule	Registration and coffee:	08:45 - 09:00
	First part of training:	09:00 - 12:00
	Second part of training after lunch:	13:30 - 17:00
Conditions	<ul style="list-style-type: none"> • In case of cancellation by the participant, 50% of the registration fees will be charged as cancellation fee, ifitrust consulting has not been notified at least 5 business days prior to the training. • In case of training cancellation by itrust, the total price will be refunded to the participants. 	
Registration fees	500 € excl. VAT per participant	Total: 515 € (incl. VAT 3%)
Group price <i>(per company)</i>	2 nd participant of the same company:	20% reduction on her/his registration fee
	3 rd participant of the same company:	30% reduction on her/his registration fee
	More participants of the same company:	request offer for reduction on total registration fees

Our assets

- Trainers with theoretical and practical teaching knowledge
- Often co-authors of standards / associated Professors
- Included lunch facilitates communication between participants
- Study material (paper or electronic) provided
- Case studies
- Participation certificate provided
- Availability of the trainer after session if any questions are left

Location of itrust training centre in Niederanven

- 5' by taxi from Luxembourg Findel airport
- 40' by bus (144) from the Central Station
- Ease of parking nearby

Latitude	Longitude
49.6439	6.2662

