

Training Policy

Reference: GDPR DOC 1.1

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1. Scope

This policy applies to Organisation Name's training and awareness programme where relevant to the GDPR, compliance with the GDPR, and other matters relating to data protection and privacy.

2. Training policy

2.1 Data Protection Officer / GDPR Owner assigns data protection responsibilities to Employees/Staff in relation to Organisation Name's policies and procedures on personal data management.

2.2 Data Protection Officer / GDPR Owner shall ensure that all Employees/Staff with day-to-day responsibilities involving personal data and processing operations, and those with permanent/regular access to personal data, demonstrate compliance with the GDPR

"best practice and BS 10012:2017 privacy requirements"

2.3 These members of Employees/Staff are able to demonstrate competence in their understanding of the GDPR

"best practice and BS 10012:2017 privacy requirements"

how this is practised and implemented throughout Organisation Name.

2.4 Data Protection Officer / GDPR Owner ensures that these members of Employees/Staff are kept up to date and informed of any issues related to personal data.

2.5 Data Protection Officer / GDPR Owner maintains a list of relevant external bodies, the most important of which is

"the relevant supervisory authority (UK specific the Information Commissioner's Office (ico.org.uk))"

2.6 Board of Directors promote training and awareness programmes, and Organisation Name shall make resources available in order to raise awareness. The Data Protection Officer / GDPR Owner shall demonstrate and communicate to Employees/Staff the importance of data protection in their role and ensure that they understand how and why personal data is processed in accordance with Organisation Name's policies and procedures.

2.7 Data Protection Officer / GDPR Owner ensures that all security requirements related to data protection are demonstrated and communicated to Employees/Staff to the same affect.

2.8 Employees/Staff are provided with specific training on processing personal data relevant to their individual day-to-day roles and responsibilities, and in accordance with Organisation Name's policies and procedures.

2.9 Employees/Staff are provided with specific training on any information security requirements and procedures applicable to data protection and the data processing within their individual day-to-day roles and responsibilities, including reporting personal data breaches.

<< 2.10 – 2.13 removed for sample purposes >>

Document Owner and Approval

The Data Protection Officer / Head of HR is the owner of this document and is responsible for keeping it up to date.

The current version of this document is available to
"Specify which members of staff this document is intended for"

and is published

"Describe the location(s) – electronic and physical – where this document is available"

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