Competence and Training Policy

Reference: GDPR DOC 1.5
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1. Scope

This policy applies to Organisation Name and all those working under its control (permanent and temporary employees, contractors and workers).

2. Definitions

Competence refers to a person's ability to apply knowledge and skills to fulfil their role and/or complete tasks assigned to them.

Training is the process by which a person develops competence, which can then be demonstrated. This may be delivered via education, practical application, etc., and can be established as requirements of a given role.

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3. Policy

Organisation Name commits to developing and maintaining the skills and awareness necessary to support compliance with
"the General Data Protection Regulation (GDPR) and other data protection and information security requirements."ACCEPT TEXT

The
"Board of Directors/Trustees"

promotes training and awareness programmes, and Organisation Name makes resources available in order to raise awareness.

The
"Data Protection Officer/GDPR Owner"

demonstrates and communicates to
"staff, employees and other relevant parties"ACCEPT TEXT

the importance of data protection in their role, and ensures that they understand how and why personal data is processed in accordance with Organisation Name's policies and procedures.

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All
"staff, employees and other relevant parties"ACCEPT TEXT

have defined data protection responsibilities, which are assigned or identified by
"Line Managers and the Data Protection Officer/GDPR Owner."ACCEPT TEXT

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All
"staff, employees and other relevant parties"ACCEPT TEXT

must be able to demonstrate their competence to fulfil the assigned data protection responsibilities.

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Document owner and approval

The
"Data Protection Officer/Head of HR/Training Manager"

is the owner of this document and is responsible for ensuring that it is reviewed in line with the requirements of the management system.
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"

Its approval status can be viewed in the Master List of Document Approval.

SAMPLE

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