



DATA PROTECTION TRAINING

POLICY 23

Adoption Date: 25.04.2019
Review Date: When Required

Issue Number	Date Agreed	Details of amendments
1	25/04/19	Adopted
2	08/06/21	Checked for Accessibility Issues Reformatted styles where applicable No changes to the wording of this document have been made

1. Cuckfield Parish Council ensures that those with day-to-day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate competence in their understanding of the GDPR and good practice, and how this should be implemented within Cuckfield Parish Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Cuckfield Parish Council also ensures that these staff members remain informed about issues related to the management of personal information, where appropriate, by contact with external bodies. Cuckfield Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office (www.ico.gov.uk).
4. Cuckfield Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Cuckfield Parish Council's procedures, taking into account any related security requirements.
5. All employees/staff are given training to enable them to process personal information in accordance with Cuckfield Parish Council's procedures. This training is relevant to the role that each employee performs within Cuckfield Parish Council
6. The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Cuckfield Parish Council's business cycle.