



## **CRANLEIGH PARISH COUNCIL**

### **DATA PROTECTION TRAINING POLICY**

1. Cranleigh 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 Cranleigh Parish Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Cranleigh 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. Cranleigh Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk))
4. Cranleigh Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Cranleigh 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 Cranleigh Parish Council's procedures. This training is relevant to the role that each employee performs within Cranleigh 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 Cranleigh Parish Council's business cycle.

Adopted: September 2018

Review: April 2019