

FUNTINGTON PARISH COUNCIL

DATA PROTECTION TRAINING POLICY

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<p>In the case of hard copies of this policy the content can only be assured to be accurate on the date of issue marked on the document.</p> <p>For assurance that the most up to date policy is being used, staff should refer to the version held on the Funtington website www.funtingtonpc.org</p>	

1. Funtington Parish Council (the 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 the Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility. (Appendix A)
3. The Council also ensures that these staff members remain informed, as appropriate, about issues related to the management of personal information by external bodies. The Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office (www.ico.gov.uk)
4. The Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with the 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 the Council's procedures. This training is relevant to the role that each employee performs within the 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 the Council's business cycle.

