

GDPR TRAINING POLICY

POLICY NUMBER & CATEGORY	QSC/12/APP10	Quality & Standards
VERSION NO & DATE	1	March 2018
ANTICIPATED REVIEW DATE:	March 2020	

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1 SCOPE

1.1 This policy applies to Focus School Dunstable and Northampton Campus' (hereafter the Campus) training and awareness programme where relevant to the GDPR, compliance with the GDPR, and other matters relating to data protection and privacy.

2 POLICY

2.1 The Data Protection Lead (DPL) assigns data protection responsibilities to Staff in relation to the Campus policies and procedures on personal data management.

2.2 The DPL shall ensure that all 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.

2.3 These members of Staff are able to demonstrate competence in their understanding of the GDPR, how this is practised and implemented throughout the Campus.

2.4 The DPL ensures that these members of Staff are kept up to date and informed of any issues related to personal data.

2.5 The DPL maintains a list of relevant external bodies, the most important of which is the relevant supervisory authority - the Information Commissioner's Office (ico.org.uk).

2.6 The Board of Trustees promote training and awareness programmes, and the Campus shall make resources available in order to raise awareness. The DPL shall demonstrate and communicate to Staff the importance of data protection in their role and ensure that they understand how and why personal data is processed in accordance with the Campus' policies and procedures.

2.7 The DPL ensures that all security requirements related to data protection are demonstrated and communicated to Staff to the same affect.

2.8 Staff are provided with specific training on processing personal data relevant to their individual day-to-day roles and responsibilities, and in accordance with the Campus' policies and procedures.

2.9 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 Staff are provided with training on dealing with complaints relating to data protection and processing personal data.

2.11 The HR Trustee retains records of the relevant training undertaken by each person who has this level of responsibility.

2.12 The DPL and HR Trustee are responsible for organising relevant training for all responsible individuals and Staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across the Campus' academic year.

