

Upper Beeding Parish Council

DATA PROTECTION TRAINING POLICY

Upper Beeding 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 Upper Beeding Parish Council.

The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.

Upper Beeding 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. Upper Beeding Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office (www.ico.gov.uk)

Upper Beeding Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Upper Beeding Parish Council's procedures, taking into account any related security requirements.

Employees, councillors and volunteers are given training to enable them to process personal information in accordance with Upper Beeding Parish Council's procedures.

The Clerk is responsible for organising relevant and for maintaining records of attendance.