



WORTH PARISH COUNCIL

GDPR TRAINING POLICY

INTRODUCTION

Worth Parish Council is committed to ensuring that all staff, councillors, and volunteers who handle personal data understand their responsibilities under UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018). The Council must be able to demonstrate compliance with data protection legislation, and appropriate training is a key component of this accountability requirement.

This policy has been reviewed considering UK GDPR, DPA 2018, ICO guidance for small public authorities and NALC¹ and SLCC² best practice.

The Proper Officer is responsible for ensuring that training is organised, delivered and recorded, and that staff remain informed about developments in data protection law and practice

PURPOSE

The purpose of this policy is to:

- Ensure that individuals who process personal data on behalf of Worth Parish Council understand their legal responsibilities.
- Provide a structured and proportionate approach to data protection training.
- Support the Council's compliance with the UK GDPR accountability principles
- Ensure that training is role-appropriate, up to date, and recorded for audit purposes.
- Demonstrate to the Information Commissioners Office (ICO) that the Council takes its data protection obligations seriously.

This policy applies to all employees, all councillors, volunteers and contractors who process personal data on behalf of the Council and any individual with access to Worth Parish Council systems, records or personal information.

TRAINING REQUIREMENTS

Mandatory Induction Training

All new staff and councillors must receive data protection training as part of their induction. This induction training will cover:

- Principles of UK GDPR and DPA 2018
- Lawful bases for processing
- Records management and document retention

¹ National Association of Local Councils

² Society of Local Council Clerks

- IT security and password management
- Recognising and reporting data breaches
- Subject Access Requests (SARs)
- Confidentiality and handling of sensitive data.

Role Specific Training

Individuals with additional responsibilities (Proper Officer, RFO or staff dealing with large volumes of personal data) will receive enhanced training appropriate to their role.

Refresher training

All staff and councillors must undertake refresher training at least every two years or sooner if legislation changes, new ICO guidance is issued or if the council introduces new systems and procedures.

Training Records

The Proper Officer will maintain accurate records of all training undertaken. These training records form part of the Council's evidence for demonstrating compliance with the UK GDPR accounting principle and Assertion 10 of the AGAR³.

RESPONSIBILITIES

The Council reviews and approves this policy and ensures adequate resources are available for training.

The Proper Officer organises training ensuring it is proportionate and up to date, maintains training records and is the primary point of contact for data protection queries.

Staff, Councillors and Volunteers are required to complete training, follow policies and procedures, report data breaches and/or concerns immediately and maintain confidentiality ensuring personal data is handled responsibly.

REVIEW OF THE POLICY

Subject to any new legislation, changes in Statute or case law which require immediate amendment; or the requirements of the Parish Council, this Policy will be reviewed every two years.

Adopted Jun 2018

Reviewed Dec 2020

Reviewed Jan 2023

Reviewed July 2026

³ Annual Governance and Accountability Return