

GDPR training policy

Version 1	September 2018
Agreed by SMT	
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1. Specific training

Age UK East London is responsible for ensuring that all employees who are responsible, on a day-to-day basis, for compliance with the General Data Protection Regulation ("GDPR") and relevant good practice, are able to exhibit competency in their understanding of the GDPR, good practice and the implementation thereof by Age UK East London.

All persons with GDPR responsibility shall receive appropriate training and all training records are to be maintained by Age UK East London's management team.

Age UK East London shall also be responsible for ensuring that all persons with GDPR responsibility are regularly informed of and updated on all relevant matters related to personal data management, including through contact with external bodies, the most noteworthy of which is the Information Commissioner's Office (www.ico.gov.uk).

2. General training

Age UK East London is responsible for ensuring that all of its employees are aware of their personal responsibilities in relation to personal data, ensuring that it is properly protected at all times and is processed only in line with Age UK East London's procedures.

To this end, Age UK East London shall ensure that all of its employees are given appropriate and relevant training. It shall be the duty of Age UK East London to organise both specific training for GDPR responsible persons as well as on boarding training for all staff and to maintain records of attendance.