

Terrington Parish Council

Data Protection Training Policy

(This policy was adopted June 2026)

1. Introduction

Terrington Parish Council recognises that the processing of personal data is an essential part of its operations. The Council is committed to ensuring that all personal data is handled in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and associated legislation.

Training is a key organisational measure to ensure compliance and reduce the risk of data breaches. The Council therefore maintains a structured programme of data protection training and awareness for all those who handle personal information.

2. Purpose

The purpose of this policy is to:

- Ensure all councillors, staff, and volunteers understand their responsibilities for data protection
- Provide a framework for delivering appropriate training
- Demonstrate the Council's compliance with data protection legislation
- Reduce the risk of data breaches and misuse of personal data

3. Scope

This policy applies to:

- All councillors
- All employees
- Volunteers and contractors
- Any person acting on behalf of the Council who has access to personal data

4. Responsibilities

4.1 The Council (Data Controller)

The Council has overall responsibility for ensuring that appropriate training programmes are in place and that compliance with data protection legislation is maintained.

4.2 Clerk / Data Protection Officer (DPO)

The Clerk (or appointed DPO) is responsible for:

- Organising training
- Maintaining records of training attendance
- Ensuring training is up to date

4.3 Councillors, employees and volunteers

All individuals must:

- Attend required training
- Apply data protection principles in their work
- Report any data breaches or concerns promptly

5. Training Programme

The Council will provide training covering the following areas:

- Definition and identification of personal data
- Data protection principles (lawfulness, fairness, transparency, etc.)
- Lawful bases for processing data
- Data security and safe handling of information
- Sharing and storing data securely
- Individual rights under GDPR
- Recognising and reporting data breaches
- Council policies and procedures

6. Types of Training

6.1 Induction Training

All new councillors, employees, and relevant personnel will receive data protection training:

- As soon as practicable after appointment

6.2 Refresher Training

- Training will be refreshed regularly as required
- Additional training will be provided when there are significant legal or procedural changes

6.3 Role-Based Training

Training will be proportionate to the individual's role:

- Basic awareness for all
- More detailed training for those with specific responsibilities

7. Training Delivery

Training may be delivered through:

- Online learning modules
- Face-to-face sessions
- Written guidance or briefings
- External courses (where appropriate)

8. Record Keeping

The Council will maintain records of:

- Training attendance
- Completion dates

These records demonstrate compliance and may be required for audit or inspection purposes.

9. Monitoring and Review

The training programme will be:

- Reviewed for effectiveness
- Updated in line with changes in legislation or guidance
- Monitored to ensure all relevant individuals have completed training

The Council will assess whether training meets organisational needs and supports compliance.

10. Policy Approval and Review

- This policy is approved by Terrington Parish Council
- It will be reviewed annually or sooner if required
- The review will take into account legislative changes, ICO guidance, and Council operations

11. Related Policies

This policy should be read alongside:

- Data Protection Policy
- Information Technology Policy
- Privacy Notice