

DanceSyndrome GDPR Training Policy

1. Specific training

DanceSyndrome 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 DanceSyndrome.

All persons with GDPR responsibility shall receive appropriate training and all training records are to be maintained by DanceSyndrome’s HR Department.

DanceSyndrome 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). DanceSyndrome shall keep a list of all relevant external bodies for reference at all times.

2. General training

DanceSyndrome 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 DanceSyndrome’s procedures.

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

3. Document owner

The DPO is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document is available to all employees of DanceSyndrome on the policies section of our the website.

This policy document was approved by DanceSyndrome’s Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: February 2018

Date of next review: November 2018

Sue Blackwell

Signed:

Sue Blackwell, Acting Chair – DanceSyndrome – 20.02.2018

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