

SWANSCOMBE & GREENHITHE TOWN COUNCIL
DATA PROTECTION TRAINING POLICY

(This Policy was reviewed by the full Council at its AGM held on 15 May 2024, minute 20/24-25)

1. Swanscombe & Greenhithe Town 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 Swanscombe & Greenhithe Town Council.
2. The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Swanscombe & Greenhithe Town 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. Swanscombe & Greenhithe Town Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office (www.ico.gov.uk)
4. Swanscombe & Greenhithe Town Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Swanscombe & Greenhithe Town Council's procedures, taking into account any related security requirements.
5. All employees/staff are given training to enable them to process personal information in accordance with Swanscombe & Greenhithe Town Council's procedures. This training is relevant to the role that each employee performs within Swanscombe & Greenhithe Town Council
6. The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Swanscombe & Greenhithe Town Council's business cycle.