

# Training Policy



*May 2018*

*Review Date: May 2021*

## Training Policy

### *Scope*

This policy applies to in at the deep end's training and awareness programme where relevant to the GDPR, compliance with the GDPR, and other matters relating to data protection and privacy.

in at the deep end Ltd as a company includes the Training Wave brand. Therefore, throughout all of our policies where we refer to in at the deep end it also applies to any bookings or courses undertaken within the Training Wave brand.

### *Training Policy*

Data Protection Officer (DPO) assigns data protection responsibilities to employees in relation to in at the deep end's policies and procedures on personal data management.

Data Protection Officer (DPO) shall ensure that all employees with day-to-day responsibilities involving personal data and processing operations, and those with permanent/regular access to personal data, demonstrate compliance with the GDPR.

These employees are able to demonstrate competence in their understanding of the GDPR, how this is practised and implemented throughout in at the deep end.

Data Protection Officer (DPO) ensures that these employees are kept up to date and informed of any issues related to personal data.

Data Protection Officer (DPO) maintains a list of relevant external bodies, the most important of which is the relevant supervisory authority within the UK— the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk)).

The Company Directors will promote training and awareness programmes, and in at the deep end shall make resources available in order to raise awareness. The Data Protection Officer (DPO) shall demonstrate and communicate to employees the importance of data protection in their role and ensure that they understand how and why personal data is processed in accordance with in at the deep end's policies and procedures.

Data Protection Officer (DPO) ensures that all security requirements related to data protection are demonstrated and communicated to employees to the same affect.

Employees are provided with specific training on processing personal data relevant to their individual day-to-day roles and responsibilities, and in accordance with in at the deep end's policies and procedures.

Employees are provided with specific training on any information security requirements and procedures applicable to data protection and the data processing within their individual day-to-day roles and responsibilities, including reporting personal data breaches.

Employees are provided with training on dealing with complaints relating to data protection and processing personal data.

Signatures will be sought for all who have undertaken this training to say they have attended and are competent in its content and application.

The Company Directors are responsible for organising relevant training for all responsible individuals and employees generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across in at the deep end's business cycle.

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## *Monitoring and Review*

We will monitor all of the feedback that we receive in relation to the issues affected by the Policy and will amend the policy as necessary.

The Policy will be updated with any amendments to existing legislation or new legislation.

In any event, all policies are reviewed annually although updates to versions etc. will only take place every three years should there be no other changes to the policy.

## *Document Owner and Approval*

The Data Protection Officer (DPO) is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the review requirements stated above.

A current version of this document is available to all members of staff on BaseCamp.

This policy was approved by the Company Directors on 2nd March 2018 and is issued on a version controlled basis under the signature of Managing Director.

<b>Date</b>	<b>Version</b>	<b>Author/Contributor</b>	<b>Amendment Details</b>
December 2017	1.00	Mark Mc Nichol	Implementation
May 2018	1.10	Mark Mc Nichol	Addition of Training Wave branding

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