

TENTERDEN TOWN COUNCIL

Town Hall, 24 High Street, Tenterden, Kent. TN30 6AN

Website: www.tenterdentowncouncil.gov.uk
Telephone: 01580 762271



Email: townhall@tenterdentowncouncil.gov.uk

DATA PROTECTION TRAINING POLICY

1. Tenterden 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 Tenterden Town Council.
2. The Department keeps records of the relevant training undertaken by each person who has this level of responsibility.
3. Tenterden 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. Tenterden 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. Tenterden Town Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Tenterden 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 Tenterden Town Council's procedures. This training is relevant to the role that each employee performs within Tenterden 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 Tenterden Town Council's business cycle.