



RUDGWICK PARISH COUNCIL

DATA PROTECTION AND GDPR

INFORMATION SECURITY TRAINING

POLICY

Date Adopted	Minute Number	Review Date
9 th Feb 2026	FC222-25/26	Sept 2026
11 th May 2026	FC027-26/27	May 2027

1. Introduction

This policy sets out **Rudgwick Parish Council's** commitment to ensuring that all councillors, employees, volunteers, and contractors understand their responsibilities under **data protection legislation** (UK GDPR and the Data Protection Act 2018) and are trained to handle personal data securely and lawfully.

The Council recognises that **training and awareness** are key components of compliance and good information governance.

2. Purpose

The purpose of this policy is to:

*Clerk, Rudgwick Parish Council, Rudgwick Parish Office,
Rudgwick Hall, Bucks Green, Rudgwick, West Sussex RH12 3JJ*

- Ensure all individuals who handle personal data on behalf of the Council are aware of their obligations
- Provide appropriate and proportionate training in **data protection** and **information security**
- Reduce the risk of data breaches and unlawful processing
- Demonstrate accountability under the UK GDPR's **Accountability Principle**
- Support the Council's commitment to data protection and transparency

3. Scope

This policy applies to:

- All **employees** of the Council
- All **councillors**
- All **volunteers, contractors, and third parties** who process personal data on behalf of the Council

It covers all personal data handled by or on behalf of the Council, in both electronic and manual (paper) formats.

4. Legal and Policy Framework

This policy supports compliance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Council's Information and Data Protection Policy
- Council's Records Management and Retention Policy

5. Responsibilities

Council:

- Approves and reviews this policy
- Ensures sufficient resources for training and compliance

Clerk / RFO (as Data Protection Lead):

- Ensures training is delivered to all relevant individuals
- Maintains training records and monitors compliance
- Provides advice and updates on data protection requirements
- Reports training completion to the Council annually

Employees, Councillors, and Volunteers:

- Must complete required training
- Must apply what they learn in daily practice
- Must seek advice when unsure how to handle personal data
- Must report any actual or suspected data breach promptly

6. Training Programme

6.1 Induction Training

All new councillors, employees, and volunteers must complete **data protection and information security training** as part of their induction, ideally within **one month** of starting their role.

This will include:

- Overview of data protection principles and responsibilities
- Information security measures (e.g. passwords, email security)
- Handling subject access requests and breaches
- Confidentiality obligations

6.2 Refresher Training

All councillors and staff will complete **refresher training at least every two years**, or more frequently if there are:

- Significant legislative changes
- Updates to Council policies
- New risks or incidents identified

6.3 Role-Specific Training

Where appropriate, individuals with particular responsibilities (e.g. the Clerk, RFO, or officers handling large amounts of personal data) will receive **enhanced training** tailored to their role.

7. Awareness and Communication

The Clerk / RFO will ensure that:

- All relevant policies are accessible and circulated
- Regular reminders are issued (e.g. emails, briefings)
- Updates on legal changes or guidance from the **ICO** are shared
- Good practice is promoted to embed a culture of data protection

8. Record-Keeping

The Council will maintain a **training log** recording:

- Names of individuals who have completed training
- Type and date of training completed
- Next review or refresher due date

Training records will be reviewed annually to ensure compliance.

9. Monitoring and Review

The Clerk / RFO will monitor training completion and report annually to the Council.

This policy will be reviewed **annually** or sooner if:

- There are significant changes to legislation or guidance
- The Council's operations change significantly
- A data protection incident indicates a need for further training

10. Non-Compliance

Failure to complete training or to comply with this policy may result in:

- Formal reminders or additional training
- Disciplinary action (for employees)
- Referral to the Monitoring Officer (for councillors)

11. Data Protection Principle

This policy supports compliance with the **Accountability Principle** under Article 5(2) UK GDPR:

"The controller shall be responsible for, and be able to demonstrate, compliance with the data protection principles."

By ensuring all staff and councillors are trained, the Council demonstrates accountability and commitment to lawful and secure data handling.