

GDPR Training Record

Save a copy of this document with the title '<replace with your name> - <date>' in the 'GDPR Training Records' folder on the O:/ shared drive (e.g. if your name is Emma Jones and the date is 6th June 2023 store it as 'Emma jones – 6th June 2023').

Name	
-------------	--

Activity 1: Online training module	
Date completed	
Test Score	
Review date	

Activity 2: GDPR Compliance Statement (See online training module)	
Date read	
Revie Date	

Activity 3: Data Privacy and Data Retention Policy (Policies 15 and 16)	
Date read	
Review date	

Activity 4: Data Breach Policy (Policy 18)	
Date read	
Review date	

Activity 5: Subject Access Request (SAR) Procedure (Policy 19)	
Date read	
Review Date	

Next Steps	
Time reserved in calendar to next do training activities	

When you repeat the training activities create a new version of this document, with the title '<replace with your name> - <date>' in the 'GDPR Training Records' folder on the O:/ shared drive (e.g. if your name is Emma Jones and the date is 6th June 2023 store it as 'Emma Jones – 6th June 2023').