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 Bill Smith and the date is 5th June 2018 store it as 'Bill Smith – 5th June 2018').

Name	

Activity 1: Video
(See OneCall24's GDPR Training Programme)

Date watched	
How many of the traps that this general practice fell into would you avoid by having effective systems in place?	
What do you think needs to change in your own behaviour to conform with the data protection principles?	

Activity 2: GDPR Compliance Statement
(See OneCall24's GDPR Training Programme)

Date read	
Who should questions related to the GDPR or to issues concerning data protection generally be addressed to?	

Activity 3: Data Privacy and Data Retention Policies
(See OneCall24's GDPR Training Programme)

Date read	
What do you need before taking personal data away from OneCalll24's premises?	

Name three things OneCall24 may monitor after carrying out an impact assessment?	
How long can certificates relating to candidates Compliance and Competencies be retained?	

Activity 4: Data Breach Policy
(See OneCall24's GDPR Training Programme)

Date read	
What should you do if you discover or suspect a personal data breach?	
Who should you report concerns to?	

Activity 5: Subject Access Request (SAR) Procedure
(See OneCall24's GDPR Training Programme)

Date read	
Why should a SAR be made in writing?	
What should happen if an individual makes a verbal request for their personal data ?	
Who is responsible for the fifth step of the internal SAR process?	

Next Steps
(See OneCall24's GDPR Training Programme)

Time reserved in calendar to next do training activities	
What is the latest month a 'What's new' update has been published for on the ICO's website?	

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 Bill Smith and the date is 5th June 2018 store it as 'Bill Smith – 5th June 2018').