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 Samantha Jones and the date is 25th Sept 2019 store it as 'Sam Jones – 25th Sept 2019').

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 is Samantha Jones and the date is 25th Sept 2019 store it as 'Sam Jones – 25th Sept 2019').