

Union Jack Club

GDPR Training Policy

1. Specific training

Union Jack Club is responsible for ensuring that all employees who are responsible, on a day-to-day basis, for compliance with the General Data Protection Regulation (“GDPR”) and relevant good practice, are able to exhibit competency in their understanding of the GDPR, good practice and the implementation thereof by Union Jack Club.

All persons with GDPR responsibility shall receive appropriate training and all training records are to be maintained by Union Jack Club’s Heads of Department.

Union Jack Club shall also be responsible for ensuring that all persons with GDPR responsibility are regularly informed of and updated on all relevant matters related to personal data management, including through contact with external bodies, the most noteworthy of which is the Information Commissioner’s Office (www.ico.gov.uk). Union Jack Club shall keep a list of all relevant external bodies for reference at all times.

2. General training

Union Jack Club is responsible for ensuring that all of its employees are aware of their personal responsibilities in relation to personal data, ensuring that it is properly protected at all times and is processed only in line with Union Jack Club’s procedures.

To this end, Union Jack Club shall ensure that all of its employees are given appropriate and relevant training. It shall be the duty of Union Jack Club’s Heads of Department to organise both specific training for GDPR responsible persons as well as general training for all staff and to maintain records of attendance.

3. Document owner

The Data Processor is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document dated 1st March 2018 is available to all members and guests of Union Jack Club on the Club’s website or for staff on the Club’s Internet and will be included in the Club’s training program undertaken by Heads of Department.

This policy document was approved by Union Jack Club’s Board of Trustees and is issued by the Chief Executive Officer (“CEO”) on a version controlled basis.

Name of CEO: Mr Simon Atkins

Date: 1st March 2018

Change history record

Issue	Description of Change	Approval	Date of Issue
1	n/a	n/a	{{ insert_date_1 }}
2	n/a	n/a	n/a
3	n/a	n/a	n/a