##

## GDPR Training Register

**Guidance Notes**

To assist you, use this template to create a simple register where you store this information for yourself and any employees. Review annually and update with any changes throughout the year.

**\* Please note the ICO expects training to be in accordance with what it describes as ‘appropriate’.**

This means the training is suitable to the job role: for example, a receptionist in a GP surgery who handles very sensitive information should undergo more intensive training than a cleaner working in the same building.

You should complete training designed specifically for data controllers or business owners. The ICO will not be content with individuals, as business owners, completing training designed for employees of businesses, as the level of detail required is significantly different.

According to the ICO, training should also include an assessment with a minimum pass mark and a valid certificate. Training needs to be undertaken annually by yourself and all employees.

The training included in this Certification is appropriate for you as a small business owner.

**GDPR TRAINING REGISTER OF:**

**[INSERT NAME OF BUSINESS]**

**[INSERT BUSINESS ADDRESS]**

**[INSERT ICO REGISTRATION NUMBER]**

**[INSERT DATE]**

**Policy became operational on: [1 January 2023]**

**Next review date: [1 January 2024]**

**GDPR Training Register of: [BUSINESS NAME]**

The purpose of this document is to allow you to demonstrate the type and frequency of data protection training received by your employees should you be asked for proof of staff training from the ICO. It is recommended that GDPR training is completed by all staff annually.

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| --- | --- | --- | --- | --- | --- | --- |
| **ID** | **Name of person trained** | **Date of training** | **Description of training completed** | **Training provider** | **Pass/ Fail/ Certificate** | **Date refresher training needed** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
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