[Place school logo here   
before supplying the   
document to the school]

**Data Protection Training Log**

Record of personnel who have had data protection training – within the last 18 months.

|  |  |
| --- | --- |
| School Name | [Insert Full School Name] |
| ICO Registration Number | [Insert ICO Registration Number] |

|  |  |
| --- | --- |
| School supported by: | **GDPR DPO Service** provided by The ICT Service  [**dpo@theictservice.org.uk**](mailto:dpo@theictservice.org.uk) | **0300 300 0000**  [**www.theictservice.org.uk/gdpr-dpo-service**](http://www.theictservice.org.uk/gdpr-dpo-service)  Training available upon request |

**Data Protection Training Log**

(Based on guidance included on the ICO Website [**Do you know what to include in your data protection training? - Report | ICO**](https://ico.org.uk/for-organisations/sme-web-hub/checklists/do-you-know-what-to-include-in-your-data-protection-training/do-you-know-what-to-include-in-your-data-protection-training-report/)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Employee** | **Position in School** | **Date of last training** | **Type of training**   * **Initial** * **Additional Support** * **Refresher** | **Refresher training due date.**  ***(Should be within the next 18 months)*** | **Scores from Data Protection Assessments**  ***(Where applicable)*** | **Areas for extra support required.** | **Any additional training required due to workers’ changing roles** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |