[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] |

|  |  |
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| School supported by: | **GDPR DPO Service** provided by The ICT Service**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** |
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