

Data Protection Policy – Guidelines and Points to Note

Before using the template Data Protection Policy, it is essential that you read these guidelines and points to note and that you have read the overarching document “GDPR- NTF Templates”.

The new data protection legislation comes into force on 25th May 2018.

What do you need to do with this template policy

You must read it carefully and ensure that it is adapted and customised to fit the particular circumstances of your business. **It must reflect the reality within your business.**

Why do you need a Data Protection Policy?

The Data Protection Policy focuses upon your business’s obligations as controller of data under data protection law.

It is to be provided to all your employees (and self-employed workers, volunteers etc.) and it aims to:

- Set out the summary of your approach to data protection compliance
- Tell employees what you expect of them and what their obligations are when they handle personal data in the course of their job duties.
- Satisfy the legal requirements to have an “appropriate policy” in place
- Satisfy the legal requirements to demonstrate compliance with data protection law
- Be a measure to help you as an employer comply with data protection law.

This policy is wider than purely HR and does explain how you will comply with obligations in relation to personal data more generally.

What else do you need to do

This policy gives instructions to employees on handling personal data but you must ensure that employees are trained and understand what they need to do to keep personal data they handle at work safe and secure and that they only process it in accordance with the data protection principles.

The document refers to the Data Protection Lead as being the person that an employee should contact if they have any concerns regarding the handling of personal data or where they are undertaking new projects or processing activities which may not have previously been checked for data protection compliance. As such you need to appoint someone in your business as the Data Protection Lead – this may be you as employer or a member of National Trainers Federations April 2018 Data Protection Policy – Guidelines and Points to Note (v1)

staff. You must ensure that you or the staff member has the resources to be able to deal with data protection queries, be that through training or by contacting an appropriate adviser for help.

The template document has been prepared to help you comply with the new data protection regulations in place from 25th May 2018.

You must customise the text in the template document to ensure that all the information matches what actually happens in your own organisation – any audit you have carried out in order to prepare for GDPR will help you do that. Detailed information is available on the ICO website (www.ico.org.uk).