

Cognisco Ltd

## Training Policy

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Author:	A Ellis
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**Amendment History**

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Details of Amendment</b>
(Date)	1	(Author)	Initial Release
21/01/2019	1	AE	Reviewed, no changes (passed ISO9001)

## Scope

All Cognisco Ltd employees.

## Responsibilities

It is the responsibility of Cognisco Ltd's Director to ensure that all employees are suitably trained to appropriate levels and understanding of the GDPR Regulation. Staff should be competent to perform their roles, understanding good practice of GDPR.

It is the responsibility of Cognisco Ltd's Director to maintain accurate lists of any relevant external bodies, most importantly, the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk))

## Procedure Statement

Corporate induction programmes, eLearning, line manager training and specific training and awareness programmes should be undertaken by staff and authorised ICT users to enable them to be aware of their responsibilities towards data protection information security.

- Cognisco Ltd's (HR) maintain and organise all training and records relating to GDPR. Training must be relevant to each individual staff's role to ensure a full understanding.
- Cognisco Ltd ensures all staff are competent and kept updated on any GDPR and legislative changes. Cognisco Ltd ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Cognisco Ltd's procedures, considering any related security requirements.
- Cognisco Ltd ensures that those with day-to-day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice can demonstrate competence in their understanding of the GDPR and good practice, and how this should be implemented within Cognisco Ltd.
- HR keeps records of the relevant training undertaken by each person who has this level of responsibility.
- Cognisco Ltd also ensures that these staff members remain informed about issues related to the management of personal information, where appropriate, by contact with external bodies. Cognisco Ltd maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office ([www.ico.gov.uk](http://www.ico.gov.uk))
- Cognisco Ltd ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Cognisco Ltd's procedures, considering any related security requirements.
- All Employees/Staff are given training to enable them to process personal information in accordance with Cognisco Ltd's procedures. This training is relevant to the role that each employee performs within Cognisco Ltd.
- The HR Department is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Cognisco Ltd's business cycle.

## Document Management

This document is valid as of January 2018.

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

Angela Ellis - Senior Quality Expert

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(Signature)