Appendix A
Information Governance-Training Needs Plan

Version last updated December 2017

Training Need	Who needs Training	Mandatory or Recommended	Responsible for delivery	Delivery Method	Training to be renewed	Evidence of completion	Follow up procedure for non-completion and completion reports.
Data protection awareness	All staff	A requirement for all staff. New starters must complete within 1st month of employment as part of induction process.	IG team	E-learning package on Council's intranet. Includes testing of staff's understanding.	Every 2 years	Previously self-declaration logged onto I Trent system by HR. Now by e-learning daily reports.	New starters completion followed up by line managers in appraisal system. All staff including new starters followed up by IGO emails to responsible IAO's. Completion statistics reported to SIRO, Audit Committee, AD Group.
Information asset audit	All Information Asset Owners (IAO's)(service managers/ team leaders)	A requirement for all IAO's	IG team	Face to face meetings with IAOs, provision of asset registers, retention schedules and IG improvement actions	Initial meetings completed by IGO. IAO's to review asset registers when required and at least every 6 months and to implement audit actions.	Ongoing compliance self-declared by IAO's annually from February 2018. Completion of audit recs monitored by Performance DMT through IMPS internal system.	Audit recs performance indicator in Performance DMT reported through SMT and AD Group. Completion of self-declaration statistics reported to SIRO, and AD Group for monitoring

Records management training	All IAO's and staff with RM responsibilities	A requirement for all IAO's and relevant staff.	IG team and IAO's to cascade to relevant staff	Face to face meetings with IAOs, provision of asset registers, retention schedules and IG improvement actions	Initial meetings completed by IGO. IAO's to review as part of annual self-declaration.	Ongoing compliance self-declared by IAO's annually from February 2018. Completion of audit recs monitored by Performance DMT through IMPS	Completion statistics to be reported to SIRO, Audit Committee, AD Group and audit recs performance indicator in Performance DMT.
Information Governance, Value of information and Data breach management.	All staff	Recommended	IG team	Face to face briefing with all teams within Council.	Completed July 2017-ongoing for new IAO's	Attendees names logged by IGO on Activity Register	Completion statistics reported to SIRO and AD Group.
Privacy Impact Assessments/ Privacy Notices/ Contracts	AD's	Recommended	IG team/ SIRO	After an AD Group meeting	One off however to be reviewed as and when required	Attendees names logged by IGO on Activity Register	SIRO to monitor and ensure all AD's are briefed
General Data Protection Regulation training	All IAO's and staff	Recommended	IG team	Face to Face training from LDSM/IGO on GDPR preparations and compliance. IAO and GDPR handbook circulated to all IAO's.	IAO training sessions completed in July 17 and September 17. GDPR Action Plan ongoing.	IAO Attendees names logged on Activity Register. IAO and GDPR handbook provided to all IAO's and available on intranet	Attendance on training reported to Audit Committee, AD Group and SIRO.

| Th!nk Privacy campaign and Data Protectors Forum posts | Aimed at all staff. All staff are members of forum. | Aimed at all staff.

All staff are members of the Data Protection Forum and new starters are added on induction | IG team and Comms | Posters, regular updates on Data Protection Forum and news items issued by Comms on intranet. Data breach e-form internal reporting process link on front page of intranet and Data protection page with all links to DP materials including relevant polices. (Mandatory polices and guidance to be rolled out for sign up by all staff through net-consent in due course) | Ongoing from September 2015 to date | Forum posts and news items have been categorised and saved under DP. | Actions have been reported to Audit Committee and AD Group. |