

Staff Data Protection Training Policy

Document Control

Reference: Data Policy

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Issue Date: 20/09/2018

1. Data Protection Training

Information security is of the utmost importance to iSAMS Ltd and as such all employees and contractors are expected to complete necessary and relevant training as part of their role.

2. Policy

All employees of iSAMS Ltd including contractors shall complete and pass Information Security Training

All employees of iSAMS Ltd including contractors shall read and understand iSAMS Information Security policies including but not limited to:

- Audit Policy
- Breach Policy
- Cyber Security
- Data Protection Policy
- Privacy Impact Assessment Policy
- Privacy Notice Policy
- Record of Processing Policy
- Data Retention Policy
- Subject Access Request Policy

All employees of iSAMS Ltd including contractors are to complete their Information Security Training and reading as part of their Company Induction

All employees of iSAMS Ltd including contractors are required to attain a 70% mark

All employees of iSAMS Ltd including contractors shall complete a refresh every 12 months as part of their Development Objectives and Training Plan

iSAMS Ltd will keep a record of training, pass rates and dates

3. Responsibilities

The Management Team are responsible for ensuring their staff complete the Training and understand the policies



The Data Protection Officer is responsible for ensuring the training and policies are updated in line with data protection law

Change History Record

Issue	Description of Change	Approval	Date of Issue
0.1	Draft	Head of Service and Operations	20/09/18

