

**From:** data.protection@libdems.org.uk

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**Subject:** Data Protection & Training



Welcome to Day 16 of the Challenge where we look at how to be UK GDPR compliant.

## Data Protection Checklist & Training

As officers of Local Parties and other Lib Dem Organisations settle into their roles for 2023, perhaps you have new executive members who are getting to grips with how things work. Here are some key areas we recommend you review and action right away.



The **Data Protection Checklist** is a key document to help your Local Party understand the standards for compliance with UK GDPR and Data Protection regulations. It also helps highlight any areas you may need to work on. We recommend you complete this once a year and when there has been any significant changes to your Party personnel or processes.

Ideally, the form should be completed by the Data Officer of your Local Party / Organisation but if you don't have that role allocated, please ask the person mainly responsible for handling data in your Local Party.

Please use this [typeform](#) to complete the Checklist - don't forget to click submit at the end! If you have any questions or concerns you can add them to the typeform or email [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk)

If you'd prefer not to use the typeform, here's a [downloadable version](#) of the checklist, which can be emailed to us.



## **UK GDPR training for Local Party Officers**

We recognise that it can be hard to sit through training seminars/videos. So we have made the training interactive, in the form of a short game from Sponge Learning. This can be done in your own time and on your own device...even a smartphone!

It's important for the person responsible for personal data in your Local Party to complete the training each year (don't worry we'll send reminders). It's also recommended that all officers do the online training, since, regardless of your role, you'll be handling personal data.



There are a few ways to access the UK GDPR training:

1. Use this direct [link](#) to get started online straightaway
2. Or there's a section in the typeform and document versions of the Data Protection Checklist mentioned above, where you can request the training for yourself and others - we'll then email you with the link.
3. Finally, you can email [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk) with the names and email addresses of the individuals requesting training and the link will be sent to you.



Here's [a short guide](#) for logging into Sponge Learning and some FAQs.

**If you're using an iPhone or iPad please read the Top Tips section.**

Once you have completed the training, we'll be notified automatically and can add this to your Membership Record as having UK GDPR training under your belt.

Best wishes,



Best wishes,

**Esther McGee**

Data Protection Officer

*Liberal Democrats*

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