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Subject: Day 22 - Data Protection Checklist & Training



Welcome to Day 22 of the challenge and today we look at how to be UK GDPR compliant.

Data Protection Checklist & Training

Whilst officers of Local Parties and other Lib Dem organisations settle into their roles for 2022, 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.

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 - if you have any questions or concerns you can add them to the typeform or email data.protection@libdems.org.uk.

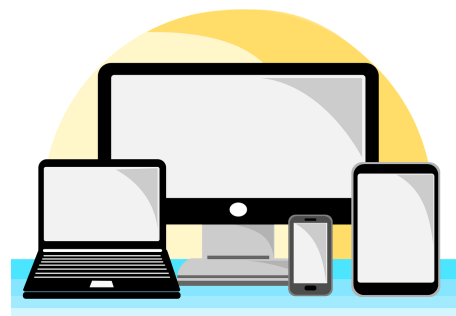
If you'd prefer not to use the typeform, here is a [downloadable version](#) of the checklist, which after completing needs to be scanned and emailed to us.



UK GDPR training for Data Officers and other Local Party Officers

We recognise that it's hard for Data Officers and Local Party Officers to attend training at conferences or sit through pre-recorded training videos. We now have interactive training available in the format of a short game via Sponge Learning. This can be done in your own time and on your own device... even a smartphone!

It's important for Data Officers to complete the training each year (don't worry we'll send reminders) but it's also important that all Local Party officers have the opportunity to do this if they need a refresher.



There's a few ways to access the UK GDPR training:

1. Use this direct [link](#) to access the online Sponge training straightaway
2. There's a section on the typeform and Google Doc versions of the Data Protection checklist mentioned

earlier, where you can request the training for yourself and others; then we'll email you with the link.

3. Email 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 should you need them. **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,
Esther McGee
Data Protection Officer
Liberal Democrats

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