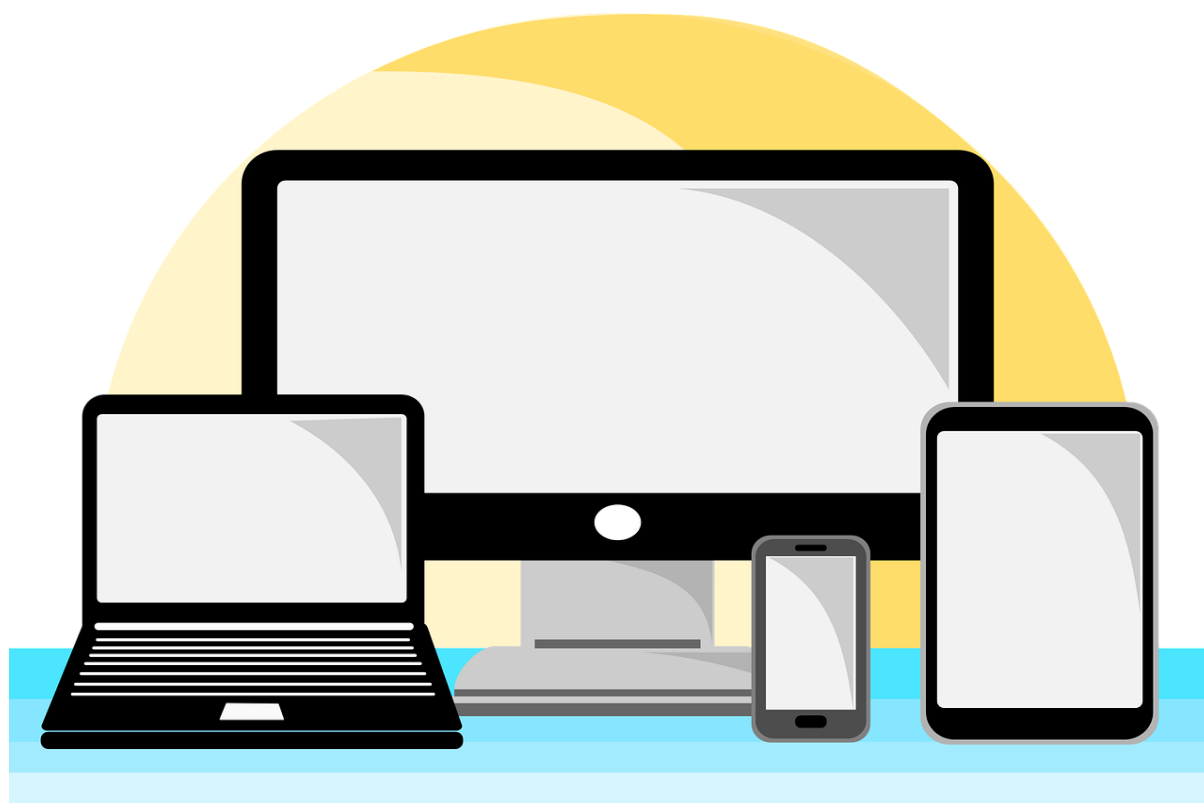


## Guide to online UK GDPR training with Sponge Learning

This short guide will help you complete the online data protection training provided by Sponge Learning.

Do consult the FAQs at the end of this guide and email [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk) if you need any help.



### Top Tips

- We recommend setting aside approx 30 minutes to complete this training once you have set up your account.
- The training can be completed on a range of devices but we recommend using a smartphone / tablet as those are the most compatible with the functionality of the game. (The programme will still work on a computer / laptop.)
- If using an iPad or iPhone, make sure you have third party tracking / cookies enabled before starting. You can change your settings back after the training.
- Don't worry if you get answers wrong. The game will continue to ask questions on those subjects until you pass that section.

## Step 1.

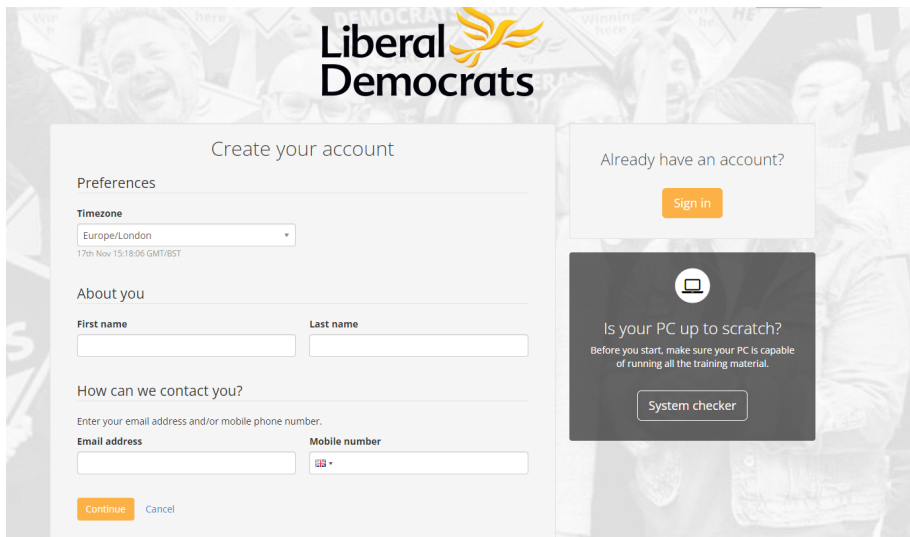
Click / tap on this link to create your account:

[https://liberaldemocrats.boltspark.com/accounts/login/?activation\\_code=TUZBTZAULXAE](https://liberaldemocrats.boltspark.com/accounts/login/?activation_code=TUZBTZAULXAE)

**(This link is only to be used for registering. If you want to access the training again, use the link in Step 4 of this guidance).**

Complete the relevant sections (phone number is optional but the email address is needed to identify you).

Click *Continue* once done.

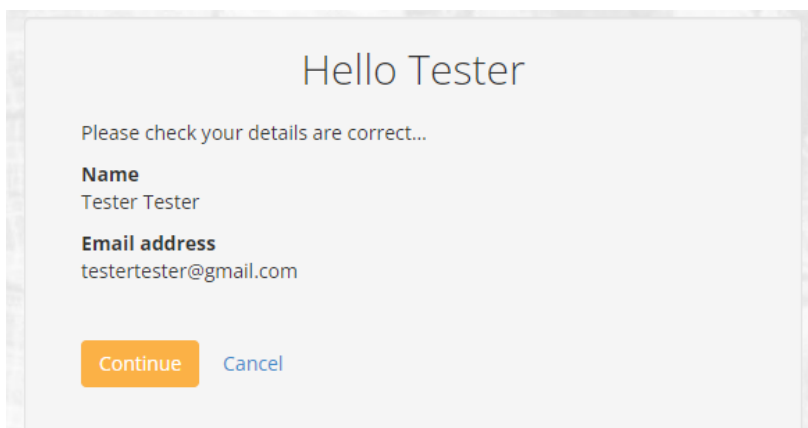


The screenshot shows the 'Create your account' page for Liberal Democrats. The page is divided into two main sections. On the left, under 'Create your account', there are three sections: 'Preferences' with a 'Timezone' dropdown menu set to 'Europe/London' (17th Nov 15:18:06 GMT/BST); 'About you' with 'First name' and 'Last name' input fields; and 'How can we contact you?' with 'Email address' and 'Mobile number' input fields. At the bottom left are 'Continue' and 'Cancel' buttons. On the right, there is a 'Sign in' button under 'Already have an account?'. Below that is a dark grey box with a laptop icon and the text 'Is your PC up to scratch? Before you start, make sure your PC is capable of running all the training material.' with a 'System checker' button.

## Step 2.

A new screen will display. Check your details are correct. If you want to change them, select 'Cancel' and it will take you back to the previous screen.

Once you are happy, select 'Continue'.

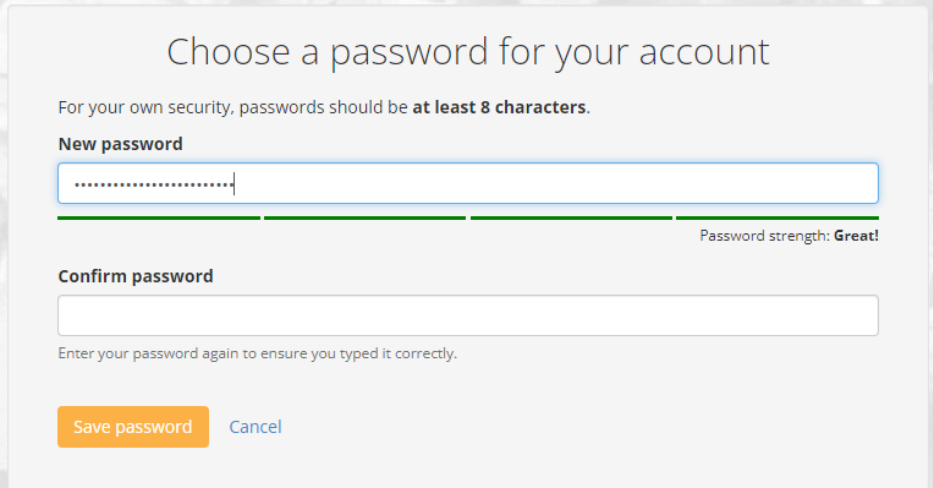


The screenshot shows a confirmation screen titled 'Hello Tester'. It says 'Please check your details are correct...'. Below this, it lists the user's details: 'Name: Tester Tester' and 'Email address: testertester@gmail.com'. At the bottom, there are 'Continue' and 'Cancel' buttons.

### Step 3.

The next screen is for creating your password (choose something easy to remember).

Select 'Save password' to progress to the next screen.



Choose a password for your account

For your own security, passwords should be **at least 8 characters**.

**New password**

.....|

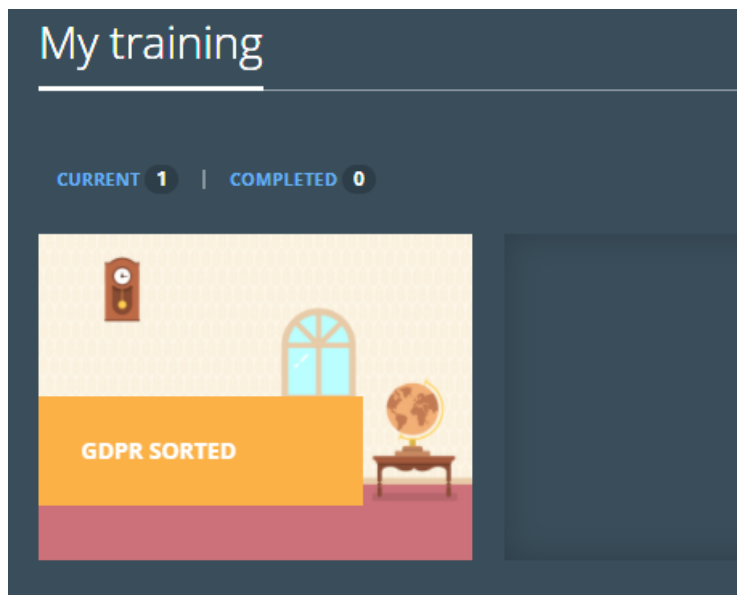
Password strength: **Great!**

**Confirm password**

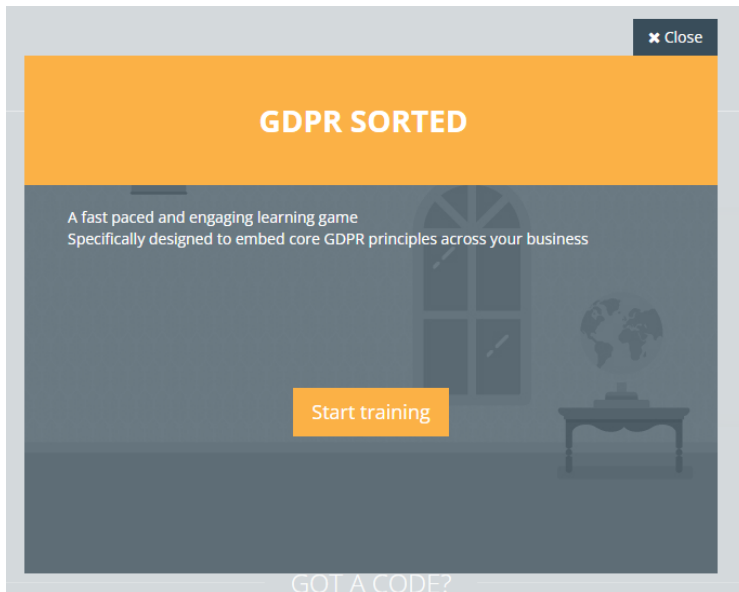
Enter your password again to ensure you typed it correctly.

Save password Cancel

### Step 4.



At the *My Training* screen, select '*GDPR sorted*' and then '*Start training*' when you're ready to begin.



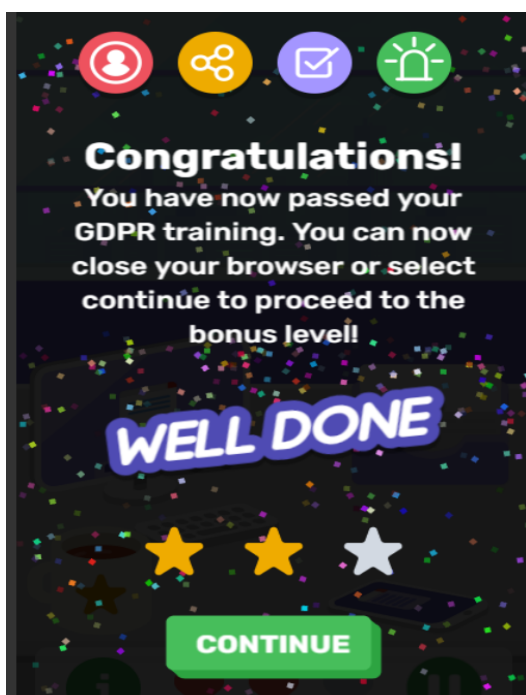
If you don't want to continue the training at this point, you can return to the programme at a time that suits you. You will need to remember the email address you used and the password you created and access the platform using the URL: <https://liberaldemocrats.boltspark.com/>

### Step 5.

The training module has instructions at the start of each level.

Please note: if you are using a mouse, hold down the mouse button and drag to the left or right during the training game.

On a smartphone or tablet, use your finger as you would normally navigate on the screen.



Once you have completed the whole module successfully, you will see a **'Congratulations'** screen like the one below.

You won't receive a completion email from Sponge but we will see the management information report which will include your name and email address.

NB: If you wish, you can do bonus rounds but this is for your own learning and doesn't affect your completion of the training.

## FAQs

**Q: *Is there a time limit for completing the training?***

A: Once you have started the training, no, there is no time limit. You can pause and come back to it another time that's more convenient. However, we would recommend doing the training in one go, so that it's completed and not left unfinished or forgotten about.

**Q: *Is this training mandatory?***

A: Accountability is a key UK GDPR principle and therefore important that we offer training for all staff, members and volunteers who are handling personal data. This is a key part of raising Data Protection awareness and to ensure we are handling personal data lawfully. This training is a convenient way to offer basic UK GDPR training to everyone across the Party and for us to monitor and demonstrate compliance to the Information Commissioner's Office (ICO).

We recommend that the training is completed once a year and is especially important for new officers

**Q: *What devices can I do this training on?***

A: We chose this training because it is an easy self-serve option and it can be accessed using a PC, laptop, tablet or smartphone. If you have technical and accessibility issues on your device please email us at; [data.protection@libdems.org.uk](mailto:data.protection@libdems.org.uk)

**Q: *Will my training completion be recorded anywhere?***

A: Yes, we will be keeping a register of those who have completed the training with a view to adding this to Lighthouse as a completed training course. The training logs will be shared between the Compliance & Data Protection Team and the IT Team at HQ.

**Q: *I complete regular UK GDPR training at my workplace; do I still need to do this?***

A: Yes please. As mentioned above, we need to demonstrate accountability and compliance across the Party to the ICO.