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**Date:** Sat, 17 Feb 2024

**Subject:** Compliance Training Day 17 - Data Protection Checklist & Training

**COMPLIANCE  
AND DATA  
PROTECTION**

Liberal  
Democrats

Dear Colleagues,

Welcome to Day 17 of the Challenge where we look at how to be compliant with UK GDPR.

## Data Protection Checklist & Training

As party officers settle into their roles for 2024, 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 team understand the standards for compliance with UK GDPR and Data Protection regulations. It also highlights any areas you may need to work on. We recommend you complete this annually and when there have 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 team.

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).

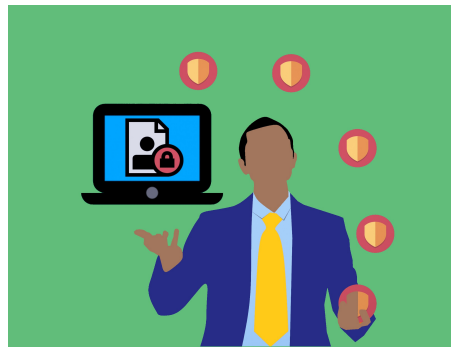
If you'd prefer not to use the typeform, here's a [downloadable version](#) of the checklist, which can be emailed to us.



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

We recognise that it can be hard to sit through training seminars/videos. So we've 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 / Organisation 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 in some shape or form.



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 Checklist mentioned above, where you can request the training for yourself and others.
3. Lastly, 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've completed the training, we'll be notified automatically - we're working towards adding this to your Membership Record.



Best wishes,

**Esther McGee**

Data Protection Officer

*Liberal Democrats*

View the [February Compliance Challenge](#) series so far

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