

Agenda Item 12 – GDPR & Cyber Security Training

The provision of GDPR & Cyber Security training for the Clerk and Parish Councillors is recommended by the Smaller Authorities' Proper Practices Panel (SAPPP, formerly JPAG) in the 2025 Practitioners Guide to comply with the new Assertion 10 of the AGAR (Annual Governance & Accountability Return) alongside other measures such as a .gov website and emails and appropriate GDPR and IT policies, all of which the Council already has in place.

Whilst it is not currently mandated as compulsory for Councillors to undertake the training it is considered best practice.

The Council's IT policy adopted in June 2025 states that training will be provided for staff and Councillors.

The Clerk last undertook training for both in 2023 and it is good practice to refresh every two years to keep up to date with any legislative changes and current advice.

The Clerk has done some research and online training is the most cost effective option. Having researched the companies providing appropriate certified training it is proposed that the online courses are purchased through Vital Skills. The cost of each course is £10 plus VAT per person, for between 10-49 users. Each individual will be provided with a log in to undertake the course in their own time at their own speed. A certificate is issued on successful completion.

The Parish Council currently has 9 Councillors (there are three vacancies). The total cost for the Clerk and 9 Councillors (10 individuals) would be £200 plus VAT for both courses (£100 plus VAT per course). The Council has a training budget of £400, none of which has yet been spent in this financial year.

The cost of the training for under 10 users is £15 per person per course plus VAT. This information is provided in case some or all Councillors choose not to undertake the training.

It is therefore **recommended** that the Clerk and all Parish Councillors undertake GDPR and Cyber Security training as recommended in the 2025 Practitioners Guide to demonstrate compliance with the new Assertion 10 in the AGAR.

Debbie Bird
Willand Parish Clerk
November 2025