



Data Protection training

Who needs to complete this training?

Any volunteers in the following roles:

- Admin Support
- Area Volunteer Speaker Coordinator
- Assistive Technology Support
- Campaigns Office Assistant
- Community Hub Coordinator
- Deputy Community Hub Coordinator
- Deputy Fundraising Group Coordinator
- Driver Co-ordinator
- Fosterer Co-ordinator
- Fundraising Assistant
- Fundraising Group Chair
- Fundraising Group Co-ordinator
- Fundraising Group Deputy Treasurer
- Fundraising Group Secretary
- Fundraising Group Treasurer
- Fundraising Network Coordinator
- Guide Dogs Appeal Fundraising Ambassador
- Legacy Engagement Assistant
- Media Champion
- Meet GD Event Co-ordinator
- My Guide Partnership Support
- Puppy Raising Mentor
- Reception Support
- Social Events Host
- Speaker Co-ordinator
- Volunteer Voices Representative

Any volunteers with a Guide Dogs login (access to Guide Dogs email or systems).

Why is this training being refreshed?

We are replacing the old GDPR training you've already completed with the new training courses, as some of the information has changed and we need to be compliant with Data protection. It's also important for all of us to refresh how we process data and what to do to manage data on a regular basis.

Why do I need to do data protection training?

Some volunteer roles require you to handle personal details of other volunteers or service users. It is not simply about the amount of personal information, but what the information covers and what you are required to do with it. Doing regular training helps protect the data of the people we support and the people who support us, which is why this is a mandatory requirement for the roles listed.

How can I complete this training?

Complete the training via one of the following options:

- prerecorded webinar and answering follow up questions
- training workbook in your preferred format and answering follow up questions
- E-learning with questions

What is e-learning / Kallidus?

Kallidus is our eLearning platform, when you first start using the system, you'll get access to "A learners Guide to Kallidus" which will show you how to navigate the platform and complete your courses. If you need more time or are experiencing issues with the system, please get in touch and we can provide support
LMSVolunteerAdministrators@guidedogs.org.uk.

What happens if I don't complete the training?

We would really like you to complete the refresher training and for you to remain active in your role, refresher training of some sort is a requirement for many volunteering roles across Guide Dogs. We've asked all volunteers to complete the training within a specified time,

depending on when they last did the GDPR training. Please let us know if you need assistance, more time to complete the courses or if you need them in an alternative format to eLearning. If you choose not to complete the training, then unfortunately you will no longer be able to volunteer in a role which has this requirement.