

DATA POLICY IMPLEMENTATION PROJECT - FUNCTIONAL TRAINING MATRIX

	Data Protection Orientation	Annual Refresher Training	Specialized Training/Certification	Data Breach Management	Legislation/Legal Principles	IT-specific Policies and Procedures	Records Management Policies	Managing Student Data	Managing Staff Data	Departmental Procedures
Functions										
Leadership Teams	■	■		■	■	■		■	■	
Directors - (UWI Affiliated Entities, Subsidiaries)	■	■		■		■	■			■
Data Protection Committee Members	■	■	◇	■	■	■	■	■	■	
Appointment Committee Members	■	■		■	■	■			■	
Academic Staff	■	■		■		■		■	■	x
Senior Administrative and Professional Staff	■	■		■		■				
Heads of Departments	■	■		■	■	■	■	■	■	x
All Staff	■	■		■		■	■			■
Registry Staff	■	■		■		■	x	x	x	x
Campus Information Technology Staff	■	■	◇	■	■	◇				
Archives and Records	■	■	◇	■	■	x	◇			
Human Resource	■	■		■	■	x	x	x	x	x
Bursary Staff	■	■		■	■	x	x	x	x	x
UWI Guild Officials	■	■		■		■		■		
Service Contractors	■	■		■		■		x	x	
Other (On-the-Job-Trainees, Interns, Visiting Scholars, etc.)	■	■		■		■		x	x	

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Key: ■ - Mandatory Training
 ◇ - Specialized Training
 x - Department-specific Training