

Personal Data Protection (GDPR) Training

Training Programme Description — HRS4R Supporting Documentation

The Institute of Agrophysics, Polish Academy of Sciences, provides mandatory online training in personal data protection covering the legal foundations of data processing (the GDPR and national legislation, including the constitutional right to privacy), the principles of processing — in particular data minimisation, accuracy and storage limitation — the rights of data subjects, the system of authorisations to process personal data, technical and organisational security measures, authentication and password protection rules, and the obligation to report incidents and anomalies in the operation of IT systems. The training concludes with a verification test (20 questions; pass threshold 60%), and each participant's result is individually documented.

Completion of the training and the test is obligatory for all newly hired employees as part of the onboarding process, and is subsequently repeated every two years by all staff of the Institute. The training programme and the Institute's ongoing GDPR compliance are overseen by an external Data Protection Officer, who ensures that both the training content and the Institute's data processing practice remain consistent with the legislation in force.