

Role Description	Data Protection Compliance Officer
V1 January 2021	

The Board of Trustees has overall responsibility for data protection for Brigit's Garden and delegates responsibility for the day-to-day implementation of and compliance with data protection policies and procedures to the Data Protection Compliance Officer. This role is currently held by the Operations Director.

Responsibilities

<ul style="list-style-type: none"> • Ensuring that all data protection policies, processes and procedures are operating effectively and in compliance with the requirements of the data protection laws and its principles • Ensuring that all staff and tutors implement our data protection processes and procedures consistently and in a compliant manner, and providing additional training where necessary • Ensures that any data breaches are dealt with promptly and according to procedure • Ensuring that any personal data requests are dealt with promptly and according to procedure • Identifying and mitigating any risks to the protection of personal data • Ensuring procedures for data transfers involving personal data are risk-assessed and carried out with due diligence • Ensuring that Data Processing Agreements with relevant third parties are in place and up to date • Ensuring that our Quality Assurance policies and procedures are up to date regarding data protection • Conducting data protection audits as required by procedures • Maintaining records and reports required by our data protection policies and procedures • Reporting on data protection compliance and any data breaches and other incidents to the Board of Trustees • Staying up to date with relevant legislation in order to advise and train employees and advise the Board of Trustees on any changes that may be needed to remain compliant
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Reporting Schedule		
Report/document drafted by Compliance Officer	To	Frequency
Add reports and updates on data protection to the Operations Director's report to Board of Trustees	Board of Trustees	For each meeting