

THE ANATOMY OF A DATA PROTECTION OFFICER (DPO)

JOB DESCRIPTION

ABOUT THE ROLE

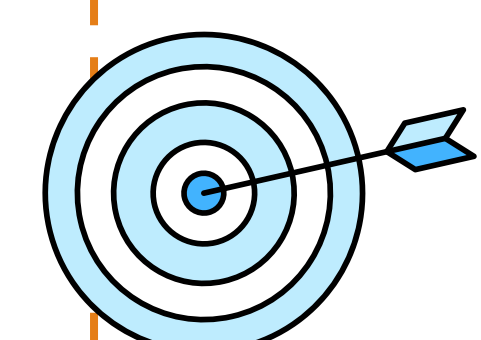
The role of the Data Protection Officer (DPO) is to ensure the secure handling and protection of personal data within the organization, including potentially sensitive information. The DPO will be responsible for supervising data protection efforts, conducting internal audits, performing data protection impact assessments, and serving as a SPOC between the organization, data protection authorities, and individuals whose data is processed.

Additionally, the DPO will develop and monitor policies and standards to ensure compliance with data protection legislation such as the upcoming Data Protection Law in India and global laws such as the General Data Protection Regulation (GDPR) in the EU.



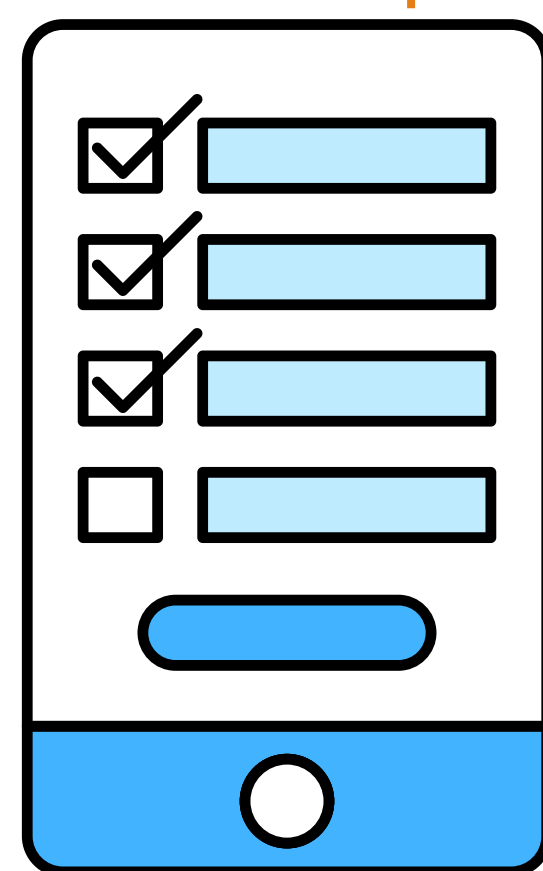
OBJECTIVES OF THE ROLE

- Ensure compliance with company policies and codes of practice, such as GDPR.
- Evaluate the current data protection framework to identify areas of non-compliance or partial compliance and take corrective actions.
- Advise and inform the data controller and data processor on all matters related to data protection.
- Regularly monitor compliance and data practices internally to ensure the business and its functions meet the legal requirements.
- Ensure that the company's IT systems and procedures comply with all relevant data privacy and protection laws, regulations, and policies.



ROLES AND RESPONSIBILITIES

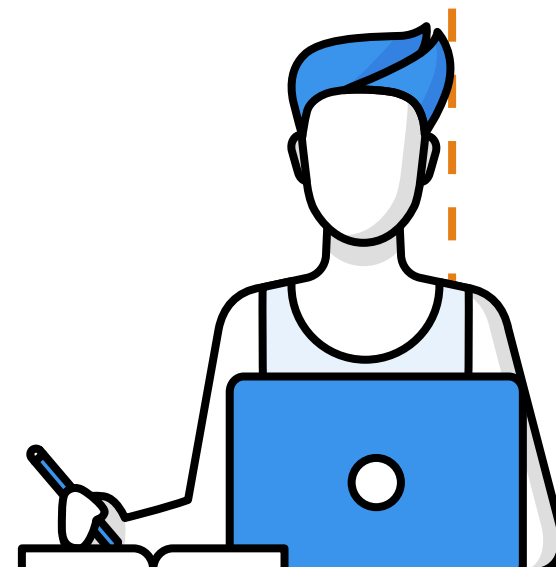
- Advise and inform the organization about its obligations and issues related to personal data protection.
- Monitor, govern, enable, and report on compliance by conducting regular data privacy audits, providing staff training and workshops, and conducting awareness activities for staff involved in processing operations.
- Independently communicate with relevant employees to promote a culture of privacy and data protection within the organization.
- Understand the nature of the data collected by the organisation, its purpose and lawful basis for processing.
- Act as the point of contact between the company and the regulatory authorities, as well as individuals seeking information about the processing of their data and the exercise of their rights.



- Keep records of all data processing activities, including the purpose behind each process.
- Implement measures and a privacy governance framework to ensure efficient data utilization.
- Work with key internal stakeholders to review projects, ensure compliance with local data privacy laws, advise on privacy impact assessments, and develop strategies and initiatives to promote engagement.
- Maintain an incident management plan to ensure timely remediation of incidents related to personal data.

REQUIRED SKILLS AND QUALIFICATIONS

- Expertise in data protection laws and practices and a thorough understanding of applicable laws is required.
- Candidates should have experience in a legal, audit, or risk management role and a proven track record of working as a DPO, compliance officer, or a related position.
- In-depth knowledge of EU GDPR and data protection laws and practices is essential. The ability to interpret and apply applicable privacy laws and sector-specific regulations is a must.
- Excellent communication, collaboration, and facilitation skills are also required.
- Strong organizational and management abilities are necessary to effectively manage programs and implement change.



Supported by:



For any queries, contact: media@dsci.in