

## ROLE DESCRIPTION DATA PROTECTION OFFICER

General duties include:

Active participation in the management of Berwick upon Tweed u3a, including regular attendance at the AGM, monthly speaker meetings and committee meetings. Help with social activities and promotional events.

### PURPOSE OF THE ROLE

The role of the Data Protection Officer (DPO) is to ensure that the Berwick upon Tweed u3a, its Committee and members comply with their responsibilities under the General Data Protection Regulation (GDPR).

The main duties of the DPO are: -

- to inform and advise the Committee and members about their obligations to comply with the GDPR and other data protection laws,
- to ensure that information collected by the u3a, is stored and managed in accordance with data protection principles,
- to monitor compliance with the GDPR and other data protection laws, and with the data protection policy, including managing internal data protection activities,
- to raise awareness of data protection issues, training Group Leaders and conducting internal audits,
- to advise on, and to monitor, data protection impact assessments,
- to be the first point of contact for the Committee and for individuals whose data is processed on Data Protection issues including Subject Access Requests on their personal data held by Berwick u3a.