

NORTH DOWN & ARDS u3a

ROLE DESCRIPTION

DATA PROTECTION OFFICER

The role of the Data Protection Officer (DPO) is to ensure that the North Down & Ards 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 Leaders and Convenors and conducting internal audits,
- to advise on, and to monitor, data protection impact assessments,
- to cooperate with the Committee, and
- to be the first point of contact for the Committee and for individuals whose data is processed.

Agreed by the Committee

September 2023