

# APPENDIX B – THE ROLE OF DATA PROTECTION CHAMPIONS

## MAIN PURPOSE OF THE ROLE

[Company Name] requires Data Protection Champions to support the Data Protection Manager (DPM) in delivering business level compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

The Data Protection Champion will ensure that [Company Name] employees are fully aware of their obligations under the UK GDPR and DPA 2018, whilst promoting a strong and positive culture of data protection excellence through high quality training and Computer Based Training (CBTs) modules where necessary.

Key elements of the role include managing the delivery of Subject Access Requests (SARs) from data subjects, as well as executing Data Protection Impact Assessments (DPIAs) on behalf of the Data Protection Manager (DPM).

## KEY RESPONSIBILITIES AND SCOPE

### Leadership

- Ability to deliver the [Company Name] data protection strategy as defined by the Data Protection Manager (DPM).
- Be the focal point within [Company Name] for enquires relating to GDPR and be the business ambassador for Data protection excellence within the Business Unit.
- Promote a strong and positive culture within [Company Name] that values individuals' privacy.
- Undertake activities as defined by the DPM to embed data protection compliance into [Company Name] business as usual activities.
- Remain up to date on any data protection legislation changes that may affect [Company Name].
- Manage any direct reports that are required to deliver the [Company Name] data protection strategy as defined by the accountable executive for [Company Name].

### Compliance & Risk Management

- Inform and advise [Company Name] employees of their obligations under the UK GDPR and DPA 2018 and ensure customer centricity when handling data subjects personal data.
- Execute SARs on behalf of the DPM in line with defined business processes and timescales set out by the Regulations.
- Execute DPIAs on behalf of the DPM as defined by the regulations ensuring these are completed as part of project management processes, third party tender processes, and due diligence exercises on suppliers within [Company Name].
- Maintain Comprehensive records of all data processing activities being conducted by [Company Name] and ensure these reflect any changes to business processes over the course of time. This includes updating the ROPA.
- Document the purpose and legal basis of all data processing activities within [Company Name].
- Implement and maintain a flexible and scalable breach management capability within [Company Name] to meet the GDPR requirements.

### Advice & Support

- Inform and advise [Company Name] staff on matters UK GDPR related, including legislation and regulations as defined by the DPM.
- Promote a strong and positive data protection culture within [Company Name] focused on the rights of the data subject.
- Deliver an ongoing programme of training across [Company Name] highlighting the importance of Data Protection and the UK GDPR.
- Develop a deep understanding of the [Company Name] products, processes and procedures that will support the DPM in delivering group level compliance with the regulations, driving forward the cultural shift that is a desired outcome of the UK GDPR implementation.

### External liaison

- Act as the point of contact for enquires within [Company Name].
- Work as part of the group Data Protection Champion community to resolve centrally located matters, share best practice and develop learning methods.