



LONDON VOLLEYBALL ASSOCIATION

DATA PROTECTION OFFICER

ROLE & DESCRIPTION

Data Protection Officer responsibilities include advising on our compliance with GDPR and data protection laws, monitoring our adherence to GDPR standards and acting as a point of contact with supervisory authorities and data subjects. You will also create policies that enforce compliance with legislation and make available GDPR training to our volunteers to increase awareness of data protection measures.

MAIN DUTIES

- Act as point of contact with supervisory authorities and internal teams and officers
- Identify and evaluate the Association's data processing activities
- Monitor data management procedures and compliance within the Association
- Maintain records of processing operations
- Ensure we address all queries from data subjects within legal timeframes (e.g. delete their information from our databases)
- Liaise with other organisations that process data on our behalf
- Perform annual audits and determine whether we need to alter our procedures to comply with regulations
- Offer guidance on how to deal with privacy breaches

SKILLS/QUALITIES REQUIRED

- Experience in or good knowledge of data protection and legal compliance
- Knowledge of GDPR and national data protection laws
- Familiarity with computer security systems
- Ability to handle confidential information
- Ethical, with the ability to remain impartial and report all noncompliances
- Organizational skills with attention to detail

COMMITMENT

- Attend Executive Committee meetings and General meetings
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Revision History

23 Apr 20; Version 0.1