

u3a Guernsey

Data Protection Officer Terms of Reference

PURPOSE

To ensure u3a Guernsey complies with the Data Protection (Bailiwick of Guernsey) Law 2017 (hereafter referred to as the Law) and follows good practice to protect the rights of its members. In doing so it protects itself from the risks of a data breach.

MAIN RESPONSIBILITIES

1. Ensure that the u3a Guernsey's Data Protection Policy and Privacy Policy are reviewed on an annual basis and when needed to ensure u3a Guernsey remains compliant with the Law.
2. To provide training to those within the organisation who handle, process and store members information and data to ensure that its Policies are complied with.
3. Acts as the initial contact on all matters relating to Data Protection Issues and in the event of a breach to ensure that the appropriate action is taken in accordance with its Policies.
4. In the event of a Subject Access Request to ensure that all information is provided.
5. To be responsible for answering emails sent to u3aguernsey.gdpo@gmail.com.
6. To carry out a comprehensive handover to a new Data Protection Officer.

INFORMATION SOURCES

Data Protection (Bailiwick of Guernsey) Law 2017
The Office of the Data Protection Authority

These Terms of Reference will be reviewed prior to the appointment of a new Data Protection Officer and any alterations submitted to the Committee or periodically as thought fit by the Executive Committee.

Approved by the Executive Committee 1st February 2022.