

Data Protection Co-ordinator's Terms of Reference

Introduction

The role of the Data Protection Co-Ordinator (DPC) is an important part of the information governance structure with the main purpose of the role is to be a local contact in each Department or Division (as is applicable) for more routine data protection queries. DPCs are also expected to help facilitate the dissemination of data protection communications within their Department or Division (as is applicable).

Other documents of relevance to these terms of reference are the College's [Information Governance Policy Framework](#), [Data Protection Policy](#), [Information Security Policy](#) and all associated Codes of Practice.

Responsibilities

DPCs will be expected to:

- familiarise themselves with the College's Data Protection Policy, related procedures and resources;
- assist the DPO / DDPO with respect to the development, implementation, monitoring and review of the DPC's Department or Division's (as is applicable) data protection compliance;
- develop an understanding of the relevant Department or Division's (as is applicable) local datasets and how personal data is used and disposed of, as well as where the key compliance risks are;
- handle and assist with routine data protection queries within the relevant Department or Division (as is applicable) where guidance has already been set centrally and escalate non-routine and more challenging queries to the DPO/DDPO;
- report actual or suspected data breach incidents as envisaged in the College's procedures set out within the [Data Breach Plan](#) and provide guidance and assistance to colleagues who are looking to report actual or suspected data breach incidents;
- give general guidance with respect to data retention and data destruction including liaising, where appropriate, with the [Archiving and Central Records Unit](#) to help procure that data retention is in line with the [College Retention Schedule](#) and liaising with ICT with respect to the safe disposal of any IT equipment;
- assist in the completion and upkeep of [Data Asset Registration Tool - DART](#) entries for their department.

- disseminate guidance on best practice and other relevant information about data protection compliance within the Department and/or Division (as applicable);
- help the DPO/DDPO identify areas where specific data protection training is advisable and assist the DPO/DDPO in organising appropriate training.

Last revised on June 2023