

APPENDIX 3

Data Protection Working Group – Roles and Responsibilities

Roles & Responsibilities	Group Audit and Risk Committee	Provides assurance to the Board that the risk is managed within the group. Receives updates on data protection breaches and monitors the Level 1 Data Protection Breach Risk.
	EMT	Has responsibility and ensures that our policy and processes are legally compliant and that employees follow and have the tools to follow the law. Manages the Level 1 Data Protection Breach Risk (Director of Resources).
	Data Controller	Ensures registration with the ICO Reports breaches to the ICO Liaison with the ICO during investigations into reported breaches Ensure data sharing agreements are in place Chairs the DPWG
	Risk Manager	Co-ordinates and reports on the Level 1 Data Protection Breach Risk. Monitors controls effectiveness.
	Data Protection Working Group	Oversees the implementation of the data protection policy and procedures and monitors the risk of a compliance breach.
	Data Owners	Has overall responsibility for data in their service area and ensure that the systems are in place to maintain compliance with the law and our policy and procedures.
	Data Champions	To promote good practice with regards to data protection. To fully understand the compliance with the law in relation to their area of work and act as a central point for other staff members. To provide additional training and guidance to other staff members with regards to data protection
	All employees	To act in accordance with the law and follow our policy and processes. To ensure they complete training on data protection and fully understand the cause and consequence of a data breach. To identify potential breaches and report them to the Data Controller.