

**Role outline:** Data Protection Officer

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** DATA PROTECTION OFFICER

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER:** NICK HILL

**START DATE:** 1 SEPTEMBER 2021

**END DATE:** 31 AUGUST 2022

Main duties:

* provide advice and guidance to club volunteers regarding their obligation to comply with the General Data Protection Regulation (GDPR) and other data protection legislation;
* monitor the clubs data processing activities to ensure compliance with the GPDR and other data protection legislation including management of the clubs data protection activities, providing guidance on data protection impact assessments and ensuring that information audits are concluded;
* inform and advise on the club’s Privacy Policy and its obligation to issue privacy notices to data subjects at the point of collection of their personal data;
* to be the first point of contact for club members and other individuals whose personal data is processed;
* to assess and act on any potential or actual data security incidents or breaches;
* to respond to and action and Data Subject Access Requests; and
* to provide regular data protection reports to the club Committee.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..