



# Job Description Data Protection Advisor

## DATA PROTECTION ADVISOR OF THE N-GAUGE SOCIETY

**Date of Formulation;** 1 January 2024

**Date of Review;** Annually in April

<b>POSITION</b>	VOLUNTEER and Committee Member
<b>ROLE</b>	Data Protection Advisor
<b>GROUP</b>	Central Services
<b>QUALIFICATIONS REQUIRED</b>	Knowledge of Data Protection Services and Regulations
<b>DUE DILIGENCE REQUIRED</b>	Yes
<b>RESPONSIBLE TO</b>	Chairman
<b>PURPOSE</b>	<ol style="list-style-type: none"><li>1. To ensure the Society remains compliant with changes to data protection regulation and legislation.</li><li>2. To ensure that any new or changed Society procedure is assessed against data protection regulation and legislation.</li><li>3. To take the lead role in evaluating and responding to any data breaches.</li><li>4. To take the lead role in any "Subject Access Request" seeking information on personal information held by the society.</li><li>5. To produce, review and circulate documentation of instruction and guidance on data protection issues to the Society's officers.</li></ol>
<b>AUTHORITYT</b>	Is authorised to: <ol style="list-style-type: none"><li>1. Engauge with the relevant Data Protection authorities (such as Information Commissioner's Office; PCI DSS; National Cyber Security Centre) on the Society's behalf.</li><li>2. Call emergency committee meetings in the event of a suspected breach involving the personal information of the members.</li></ol>
<b>SECONDARY ROLES</b>	<ol style="list-style-type: none"><li>1. Ensure the Society privacy notice is published in the NGS newsletter once a year.</li><li>2. Ensure that the Society has an annual renewal of the certification with the Information Commissioner's Office.</li></ol>
<b>TERM OF OFFICE</b>	<ol style="list-style-type: none"><li>1. The incumbent by default must be a current member of the N-Gauge Society.</li><li>2. This is a voluntary post with no fixed term of office.</li></ol>