Role & Responsibilities of the

**Data Protection Officer**

**Who will I be responsible to?**

The Club Committee

**Who will I be responsible for?**

None

**What is my role?**

1. To ensure the Club Data Protection Policy is complaint with the law and best practice.
2. To enforce the Club Data Protection Policy
3. To ensure the Club complies with any lawful and reasonable data subject access request under the General Data Protection Regulations
4. To investigate any data breaches that are reported to you and if required, report them to the Information Commissioners Office

**What else can you tell me about the role?**

With the introduction of the General Data Protection Regulations (GDPR), the guidance from England Hockey has been that as clubs hold “Personal Data” (which includes contact details, date of birth and medical conditions) clubs should appoint a Data Protection Officer.

The Data Protection Officer is responsible for revieing the Data Protection Policy and then providing training to club members and staff who require access to the information the Club holds. Previously this has been via a Google Form Quiz. The other role is reactive and consist of investigating any data breaches that are reported by Club staff or members.

Although unlikely a breach at LHC will be notifiable, please note that a notifiable breach should be reported to the Information Commissioners Office within 72 hours of discovering the breach.

**Training needed**

* A DBS Check;
* Reading of the Club Data Protection Policy;
* An understanding of GDPR; and
* Online training could be provided by the Club if required.

**How much time will I need to give to the role?**

Approximately eight hours to review the Data Protection Policy and update the Club Training over the summer, if required. If a data breach is reported it is likely that any non-notifiable investigation will take up to one hour to undertake and record. If a data subject access request is submitted, this has taken up to 30 minutes to complete so far (usually requesting deletion of data).

**What tasks are involved?**

Tasks will include:

1. Review the Data Protection Policy in line with the review framework.
2. Ensure club members and staff are trained on the policy.
3. Undertake investigations of any reported data breaches and act upon those outcomes.
4. Act on any lawful and reasonable data requests (which may require assistance from the IT Support Officer).