**Data Protection Lead**

Data Protection Officers (**DPO**) under the General Data Protection Regulations are required in certain circumstances, such as for public authorities and bodies (irrespective of what data they process), and for organisations that, as a core activity, monitor individuals systematically and on a large scale, or that process special categories of personal data on a large scale. This will not apply to PCI or to Presbyteries or Congregations.

Although you are not required to appoint a DPO, you should give one person in your congregation/presbytery responsibility for coordinating data protection compliance and other issues who will:

* act as the point of contact for data access requests, data breach reporting, requests under the ‘right to be forgotten’
* ensure that data protection as a subject is kept under consideration and review by the congregation/presbytery
* provide support and guidance for others.

This individual will be your Data Protection Lead (**DPL**) and will need to have the knowledge, support and authority to perform that role effectively. As a congregation/presbytery you should:

* provide time and other resource (including access to training) so that knowledge is built and maintained
* acknowledge the role in the appropriate committee minutes
* communicate the role to those who need to know e.g. members of ministry staff, office staff etc.
* set up contact mechanisms including a data protection email (this means that the email address can be maintained even where the individual performing the role changes)
* ensure that your Data Protection Lead (**DPL**) has access to and is invited to committees when data protection is an agenda item

This does not need to be a new member of your volunteer or staff team, but rather added to the duties of an existing member. If a data protection issue comes up and you are unsure how to respond, you can contact the Data Protection Lead in Church House (refer to PCI website), who will be able to help.

Main duties:

* Monitoring compliance with data protection legislation through periodic review of the Personal Data Inventory and Data Protection Action Plan
* Becoming broadly familiar with the data protection legislation and, where possible, participate in data protection training organised by PCI
* Acting as a point of contact for data protection queries and issues within the organisation
* Reporting on any data access requests, breaches, requests ‘to be forgotten’

Ensuring that requirements of data protection legislation are communicated on a regular basis to officers and post-holders within the congregation/presbytery (perhaps by email referring to latest guidance) and to all newly appointed officers and post-holders on their appointment.