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[organization logo]

[organization name]

**DATA PROTECTION OFFICER JOB DESCRIPTION**

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**Table of contents**

[1. Purpose 3](#_Toc499196439)

[2. Position 3](#_Toc499196440)

[3. Responsibilities 3](#_Toc499196441)

[4. Authority 4](#_Toc499196442)

[5. Validity and document management 4](#_Toc499196443)

# Purpose

To achieve compliance with the provisions of the EU General Data Protection Regulation (EU GDPR) and ensure ongoing compliance of all core activities for [Company name] (hereinafter referred to as “the Company”) it was decided that the Data Protection Officer function shall be created.

The Data Protection Officer (DPO) shall be responsible for ensuring overall GDPR compliance for all [Company Name]'s personal data processing activities.

# Position

The Data Protection Officer is an independent function within the Company that reports directly to the [job title].

To ensure the independence of the Data Protection Officer he/she shall not be dismissed or penalized in any way when performing the items 1 to 11 listed in the next section.

In order to prevent any case of conflict of interests the Data Protection Officer shall not hold any position within the Company that leads him or her to determine the purposes and the means of the processing of personal data.

# Responsibilities

The responsibilities of the Data Protection Officer shall include the following:

1. Providing and maintaining the necessary documentation to demonstrate compliance with the GDPR including, but not limited to policies, procedures, templates, forms and ensuring that they are kept up to date.
2. Informing and providing expert advice to all members of staff regarding their obligation to comply with the provisions of the GDPR and relevant local laws and regulations when processing personal data.

\*\* END OF FREE PREVIEW \*\*

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