

ROLE REFERENCE SHEET

Data Protection Officer

Data Protection Officer · Statutory Data Protection Oversight

[Organization] is appointing a Data Protection Officer to perform the advisory, monitoring and liaison tasks established by applicable data-protection law. The DPO will report directly to the highest management level, receive timely access to matters involving personal data and perform DPO duties independently.

WHAT THE ROLE OWNS

- Inform and advise the organization and its employees about data-protection obligations.
- Monitor compliance with applicable law, policies, assigned responsibilities, training and audits.
- Advise on data protection impact assessments and monitor their performance.
- Cooperate with supervisory authorities and act as their contact point.
- Serve as an accessible contact point for individuals on data-protection matters.
- Report significant concerns to the highest management level.

FRAMEWORKS

- GDPR
- UK GDPR
- CCPA / CPRA
- ISO/IEC 27701

TYPICAL CERTS

- CIPP/E
- CIPM

8+ yrs

Privacy experience

Statutory role

Independent oversight

Reports to

Board / senior mgmt

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