

BRYN MELYN CARE

DATA PROTECTION OFFICER

RESPONSIBILITIES

Revision History

<i>Version</i>	<i>Revision Date</i>	<i>Revised by</i>	<i>Section Revised</i>
V1	24/10/2018	BY, MOD and SK	None

Document Control

Document Owner: Director of People and Culture	Document No:	Status: Approved	Date Approved: 24/10/2018
Security Classification: Low	Next Review Date: 24/10/2019	Version: V1.1	Department: People and Culture

1 POLICY STATEMENT

Bryn Melyn Care (*hereinafter referred to as the “Company”*) complies fully with the **General Data Protection Regulation (GDPR)**, **UK data protection laws** and any specific data protection codes of conduct (*herein collectively referred to as ‘the GDPR’*). Articles 37-39, and Recital 97 of the GDPR detail the obligations, requirements and responsibilities on firms to appoint a Data Protection Officer and specifies the duties that the officer themselves must perform.

2 PURPOSE OF THE POSITION

This document details the responsibilities and duties of our Data Protection Officer (DPO) and supports our employees and third parties in the compliant and effective processing of personal data through the appointment and commitment of our **Data Protection Officer (DPO)**.

We have appointed a designated Data Protection Officer in accordance with the GDPR requirements and have ensured that the assigned person has an adequate and expert knowledge of data protection law and practices and is fully able to, and capable of, assisting the Company in monitoring our internal compliance with the Regulation and to support and advise employees and associated third parties with regards to data protection laws and requirements.

3 SCOPE

This document applies specifically to the appointed DPO. However, it’s content and requirements relates to all staff (*meaning permanent, fixed term, and temporary staff, any third-party representatives or sub-contractors, agency workers, volunteers, interns and agents engaged with the Company in the UK or overseas*) and has been created to ensure that all employees know about, and understand the role of the Data Protection Officer, their responsibilities, obligations and the proper reporting lines.

4 DATA PROTECTION OFFICER RESPONSIBILITIES

The Company has appointed a Data Protection Officer due to the nature of our business activities and/or the services that we provide. We have utilised our existing due diligence measures and procedures, along with extensive employee screening methods, to ensure that the appointed Data Protection Officer has been designated based on their expertise and professional qualities.

We provide support, training, mentoring and CPD for the Data Protection Officer, to ensure that they have an expert knowledge of data protection law, practices and principles and the ability to fulfil the tasks referred to in Article 39 of the GDPR. They report to the highest level of management and

provide adequate and effective management information on the compliance, measures, controls, reviews, gaps and improvement actions plans.

The Data Protection Officer is fully aware and informed that their role in relation to data protection is bound by secrecy and confidentiality and they have completed a Confidentiality Agreement which is part of the Contract of Employment, signed and held on file. Where they fulfil other tasks and duties, we have carried out a risk-assessment to ensure that those tasks and duties do not result in a conflict of interest. The Data Protection Officer can carry out their role with autonomy and without fear of detriment or retribution, regardless of their assessment, suggestions or obligations.

The Company are registered with the Supervisory Authority and appear on the Data Protection Register as a controller and processor of personal information. The DPO and their contact details have been published on this register, as well as being provided directly to the Supervisory Authority.

4.1 DUTIES OF THE DATA PROTECTION OFFICER

The Data Protection Officer has assumed the below duties in compliance with GDPR Article 39: -

- To inform and advise the Company and any employees carrying out processing, of their obligations pursuant to the GDPR, the Supervisory Authorities guidelines and any associated data protection provisions
- To monitor compliance with the GDPR, associated data protection provisions and the Company's own data protection policies, procedures and objectives
- To oversee the assignment of responsibilities, awareness-raising and training of staff involved in processing operations
- To carry out and review audits of the above-mentioned policies, procedures, employee duties and training programs
- To cooperate with the Supervisory Authority where required
- To act as the point of contact for the Supervisory Authority on issues relating to processing, including the prior consultation referred to in Article 36, and to consult, where appropriate, with regard to any other matter
- In accordance with Article 35 (*type of processing is likely to result in a high risk to the rights and freedoms of natural persons*), the DPO will provide advice where requested with regards to any data protection impact assessment and monitor its performance pursuant
- Have due regard to, and be aware of, the risk associated with processing operations, considering the nature, scope, context and purposes of processing

Designated Data Protection Officer

NAME: Sherrie Kelly
POSITION: Director of People and Culture
ADDRESS: Edward James House, Hadley Park East, Telford, TF1 6QJ
EMAIL: sherrie.kelly@brynmelyncare.com
TEL: 01952 504715