



Job Description

Data Protection Advisor

DATA PROTECTION ADVISOR OF THE N-GAUGE SOCIETY

Date of Formulation; 1 January 2024

Date of Review; Annually in April

POSITION	VOLUNTEER and Committee Member
ROLE	Data Protection Advisor
GROUP	Central Services
QUALIFICATIONS REQUIRED	Knowledge of Data Protection Services and Regulations
DUE DILIGENCE REQUIRED	Yes
RESPONSIBLE TO	Chairman
PURPOSE	<ol style="list-style-type: none">1. To ensure the Society remains compliant with changes to data protection regulation and legislation.2. To ensure that any new or changed Society procedure is assessed against data protection regulation and legislation.3. To take the lead role in evaluating and responding to any data breaches.4. To take the lead role in any "Subject Access Request" seeking information on personal information held by the society.5. To produce, review and circulate documentation of instruction and guidance on data protection issues to the Society's officers.
AUTHORITY	<p>Is authorised to:</p> <ol style="list-style-type: none">1. Engage with the relevant Data Protection authorities (such as Information Commissioner's Office; PCI DSS; National Cyber Security Centre) on the Society's behalf.2. Call emergency committee meetings in the event of a suspected breach involving the personal information of the members.
SECONDARY ROLES	<ol style="list-style-type: none">1. Ensure the Society privacy notice is published in the NGS newsletter once a year.2. Ensure that the Society has an annual renewal of the certification with the Information Commissioner's Office.
TERM OF OFFICE	<ol style="list-style-type: none">1. The incumbent by default must be a current member of the N-Gauge Society.2. This is a voluntary post with no fixed term of office.