



ENGLISH POOL ASSOCIATION
RECOGNISED BY THE SPORTS COUNCIL AS THE
GOVERNING BODY FOR POOL IN ENGLAND
www.epa.org.uk

EPA

Data Protection Compliance Manager Job Description

Direct report to Chairman

Initial appointment at May 2019 National Meeting

Subsequent appointments made at September National Meetings in line with other appointments

Position not open to Executive Officers

If no appointment is made, responsibilities will be covered by the EPA Secretary

Not subject to 2/Region rule

Two year term

Reasonable expenses will be paid

Responsibilities:

- Act as point of contact for EPA with regard to data protection
- Identify and evaluate EPA's data processing activities
- Provide advice and instructions in general and on how to conduct Data Protection Impact Assessments (DPIAs)
- Ensure EPA is and remains compliant with the General Data Protection Regulation (GDPR)
- Ensure EPA is and remains compliant with the Privacy and Electronic Communications Regulations (PECR) and any other relevant Regulations
- Attend EPA National meetings and EPA AGM as required
- Attend EPA Executive meetings if required
- Maintain records of processing operations
- Ensure EPA addresses all queries from data subjects within legal time-frames
- Liaise with other organisations that process data on our behalf
- Write and update detailed guides on data protection policies, notices, etc
- Perform data audits and determine whether we need to alter our procedures to comply with regulations
- Report any breaches of Regulations immediately to Chairman and National Committee and if necessary to the Information Commissioner's Office (ICO) (within 72 hours)
- Offer consultation on how to deal with privacy breaches
- Arrange for training on GDPR compliance
- Follow up with changes in law and issue recommendations to ensure compliance

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