

| CHELTENHAM BOROUGH COUNCIL  |   |   |
|---|---|---|
| DATA CONTROLLER   | DATA PROTECTION OFFICER   | INFORMATION COMMISSIONER  |
| <p><b>In Summary:</b></p> <ul style="list-style-type: none"> <li>Duty to comply with Data Protection legislation</li> </ul> <p><b>Key Obligations:</b></p> <ul style="list-style-type: none"> <li>Implement appropriate technical and organisational measures to ensure and demonstrate compliance e.g. data protection policies, safeguarding measures, retention and destruction policies and security measures</li> <li>Have contractual arrangements with data processors</li> <li>Maintain records of all categories of processing activities</li> <li>Co-operate with the ICO</li> <li>Carry out Impact Assessments</li> <li>Notify the ICO of breaches</li> <li>Notify the data subject if the breach is high risk to the rights and freedoms of the individual</li> </ul> | <p><b>In Summary:</b></p> <ul style="list-style-type: none"> <li>To monitor compliance by the Data Controller of Data Protection legislation</li> </ul> <p><b>Key Obligations:</b></p> <ul style="list-style-type: none"> <li>Inform and advise the Data Controller, specifically monitor compliance with the data protection policies (assign responsibilities, raise awareness, train and audit) and monitor compliance with the Data Protection legislation generally</li> <li>Draft contractual arrangements with data processors</li> <li>Co-operate with the ICO</li> <li>Advise on the carrying out Impact Assessments</li> <li>Contact point for the ICO on issues relating to processing</li> <li>Data subject may contact the DPO on issues relating to processing of their data or their rights</li> </ul> | <p><b>In Summary:</b></p> <ul style="list-style-type: none"> <li>To enforce compliance by the Data Controller of Data Protection legislation</li> </ul> <p><b>Key Obligations:</b></p> <ul style="list-style-type: none"> <li>Require the Data Controller to provide information to ensure compliance</li> <li>May carry out audits</li> <li>Has the right to access Data Controller premises</li> <li>May issue corrective measures ( e.g. warnings, reprimands, compliance orders), enforcement notices, fines</li> </ul> |
| Accountable Officer is Mark Sheldon as SIRO   | DPO is Sara Freckleton  | Information Commissioner  |
| <p><b>Supported by:</b></p> <ul style="list-style-type: none"> <li>Single Point of Contact [ ]</li> <li>Information Asset Owners ( Service Managers):</li> <li>GDPR Champions</li> </ul>  | <p><b>Supported by One Legal, mainly:</b></p> <ul style="list-style-type: none"> <li>Shirin Wotherspoon</li> <li>Sarah Halliwell</li> </ul>   |   |