



The Surname Society

TSS Data Protection Officer Job Description

The Data Protection Officer (DPO) is responsible for

- Informing and advising The Surname Society and its members of their data protection obligations.
- Monitoring the society's compliance with the General Data Protection Regulation (GDPR) and internal data protection policies and procedures. This will include monitoring the assignment of responsibilities, awareness training, and training of those involved in processing operations and related independent examinations.
- Advising on whether a DPIA (Data Protection Impact Assessment) is necessary, how to conduct one and expected outcomes.
- Serving as the contact point for the Information Commissioner's Office (UK), (or other relevant supervisory authority) on all data protection issues, including data breach reporting.
- Serving as the contact point for data subjects on privacy matters, including DSARs (data subject access requests).

This role may be undertaken either as a stand alone post or by one of the other Officers within The Surname Society.

Approved at the Committee meeting of The Surname Society: 18 September 2021