**GDPR Data Protection Officer (DPO) Job Description**

Most golf operations are small and may not require a separate Data Protection Officer. Compliance can be achieved as a collateral duty to persons currently responsible for organization’s data management systems. This function may be outsourced, but compliance assurance will remain with the responsibility of the parent organization.

**Primary responsibility:**

The DPO will report to our senior management. Data Protection Office responsibilities include advising on our compliance with GDPR and local data protection laws, monitoring our adherence to DGPR standards and acting as a point of contact with supervisory authorities and data subjects. DPO will also create policies that enforce compliance with the regulation and deliver GDPR trainings to our staff to increase awareness of data protection measures.

**Duties include:**

* Act as point of contact and subject matter expert for NGCOA’s information technology and database management services
* Identify and evaluate the company’s data procession activities
* Monitor data management procedures and compliance within the organization
* Ensure all queries from data subjects are addressed within legal timeframe
* Liaise with other organizations that collect or process data on our behalf
* Perform audits and determine whether we need to alter our data management procedures to comply with regulation
* Offer consultation on how to deal with privacy breaches
* Arrange for training on GDPR compliance for employees and persons approved for accessing database
* Follow up with changes in law and issue recommendations to ensure compliance