



Data Protection Framework – Roles and Responsibilities

The following list describes the key roles involved in delivering the University's data protection framework and their lead areas/responsibilities.

Data Protection Officer:

- Maintaining Data Protection governance structure.
- Monitoring data protection readiness and compliance along with Work Stream Leads.
- Monitoring of DPIA process
- Reviewing data processing activities as part of data protection impact assessment and data mapping exercises
- Advising on risk mitigation in data protection impact assessments
- Advising on risks and risk mitigation in data processing activities
- Advises on legal aspects of data protection compliance

Deputy SIRO and Information Governance Lead:

- Identification and management of information risk, escalating issues to the University SIRO (Registrar)
- Contribute to and provide advice regarding research contracts and agreements
- Provides advice and co-ordinates support to research proposals across data protection, IAS and IT
- Development and maintenance of CLS and University Information Governance Framework
- Developing the University's NHS Data Security and Procedure Toolkit submission.
- Reviewing data processing activities as part of data protection impact assessment and data mapping exercises

Information Assurance Services Manager:

- Review, and ongoing development of, Data Protection Impact Assessments.
- The provision of face-to-face Data Protection training.
- Review, and ongoing development of, the University's data breach process.
- Review, and ongoing development of, Data Protection Impact Assessments alongside input from business leads.
- Development of Information Assurance and Data Protection policies and procedures.
- Reviewing data processing activities as part of data protection impact assessment (DPIAs) and data mapping exercises

See: www.le.ac.uk/ias

IT Service Risk and Business Continuity:

- Managing information security risk
- Reviewing data processing activities as part of data protection impact assessment (DPIA) and data mapping exercises

Records Manager:

- Developing records retention schedules and records management policy/guidance.
- Review, and on-going development of, the University records of data processing activities (Information Asset Register)



- Leading on data protection programmes Communications Work Stream
- Contract management of University off-site document storage contract.

See: <https://www2.le.ac.uk/offices/ias/records>

GDPR Work Stream Lead:

- Embedding data protection by design and default into their respective areas of responsibility.
- Consulting with DPO for specific advice and/or input to support progress of the above point.
- Working with the Records Manager to create records of data processing activities for their respective areas of responsibility including documenting the lawful basis for processing.
- Maintaining risk registers and reporting risks to the wider project group and divisional or college management teams as appropriate.
- Ensuring all staff within their respective areas of responsibility have completed their mandatory Data Protection and Information Security training.
- Working with the Data Protection Officer in conducting self-assessments and internal audits in their respective areas of responsibility.