

## DATA PROTECTION OFFICER

### What is, and which organizations have to appoint a DPO?

A Data Protection Officer (DPO) is a person in charge of verifying the compliance of personal data processing with the applicable law. The DPO communicates information on processing personal data such as its: purposes, interconnections, types, categories of data subjects, length of retention and department(s) in charge of implementing processing. DPOs may be required by law or recommended.

Organizations must designate a DPO who is accountable for the organization's compliance with the Data Privacy Act. The DPO's responsibilities include:

- monitoring compliance with the DPA and its implementing rules and related regulations;
- ensuring the conduct of Privacy Impact Assessments;
- advising the employer regarding complaints and/or the exercise by data subjects of their rights;
- ensuring proper data breach and security incident management;
- cultivating awareness on privacy and data protection;

- advocating for the development, review and revision of data privacy guidelines; and,
- serving as the employer's contact person.



A DPO or Compliance Officer's contact details must be accessible to concerned parties and must be published on the company's website and included in privacy

notices, privacy policies and privacy guides. The contact details should include the title/designation, postal address, dedicated phone number, and dedicated email address. The individual's name does not need to be published, but should be available if requested (NPC Advisory No. 2017-01 – Designation of Data Protection Officers).

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PeopleDoc is on a mission to make the difficult job of HR easier. The PeopleDoc HR Service Delivery platform helps HR teams more easily answer employee requests on demand, automate employee processes, and manage compliance across multiple locations. PeopleDoc cloud solutions include case management, process automation and employee file management.

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