

SFJ ZA11

Ensure organisational compliance with Data Protection legislation



Overview

This unit is about ensuring organisational compliance with Data Protection (DP) legislation. This involves responsibility for developing and promoting policy and practices relating to the organisation's compliance with DP, influencing the application of policy, and quality assuring the delivery of services related to DP.

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Performance criteria

You must be able to:

Ensure organisational compliance to the statutory requirements of the Data Protection legislation and associated codes of practice

- P1 Establish corporate standards and working practices
- P2 Interpret the legislative requirements of the DP legislation to inform and influence Senior Management to ensure organisational compliance to these requirements
- P3 Quality assure and assess compliance procedures in a variety of organisational situations that involve personal data processing. These may include:
 - P3.1 HR processes
 - P3.2 Local Authority disclosures
 - P3.3 Information Sharing agreements
 - P3.4 Information security procedures
 - P3.5 Data Processing arrangements
- P4 Give appropriate advice and guidance to users of systems and policy leads to ensure compliance is built into, and enforced by, sound business procedures
- P5 Liaise with regulatory bodies and agencies in accordance with the requirements of the legislation
- P6 Write and implement DP Legislation policies and procedures
- P7 Promote DP awareness across the organisation
- P8 Ensure that other policies and procedures comply with relevant DP legislation eg victim support procedures and data sharing arrangements
- P9 Ensure that relevant guidance is taken into account
- P10 Establish and maintain procedures for information sharing and shared data systems as governed by current legislation
- P11 Ensure appropriate mechanisms are in place for identifying, reporting, investigating and resolving breaches and offences
- P12 Develop a plan for assessing compliance of data protection processes and data integrity
- P13 Specify modifications to procedures in response to assessment findings

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Knowledge and understanding

You need to know and understand:

- K1 The scope and application of all relevant legislation and case law that impacts upon DP, and the mechanisms for its updating and amendment.
- K2 The roles and responsibilities of those involved in processing information requests
- K3 Techniques for influencing and negotiating with internal and external **stakeholders**
- K4 The organisational processes and purpose for processing information
- K5 The process for investigation and resolution of claims related to non-compliance
- K6 The organisational structure in relation to departmental interfaces and authorities to exchange information
- K7 How to build and manage relationships
- K8 How to present information to different **stakeholders**
- K9 Data handling requirements and Records Management procedures
- K10 The impact of current national and international legislation on the organisation and its activities in relation to personal data
- K11 The implications of non-compliance for individuals and the organisation

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**Scope/range
related to
knowledge and
understanding****Stakeholders**

- 1 Public interest groups
- 2 Regulators
- 3 Senior management/specialist functions
- 4 Legal representatives
- 5 Elected representatives
- 6 Members of the public
- 7 Other police services
- 8 Other Government departments
- 9 Media
- 10 Other agencies

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