

Cognisco Ltd

**Job Description**  
**GDPR Owner**

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## Job description – GDPR Owner (Senior Manager)

You have been designated the Senior Management team member accountable to Board of Directors for the management of personal information within Cognisco Ltd such that compliance with data protection legislation under the DPA, and other data protection regulations, such as EU GDPR, and good practice can be demonstrated.

### GDPR Owner

You have been designated as responsible for compliance with Cognisco Ltd's data protection policy on a day- to- day basis.

You have the following responsibilities:

- overall responsibility for Cognisco Ltd's compliance with the policy;
- development and review of the policy;
- ensuring implementation of the policy;
- management reviews of the policy;
- training and ongoing awareness as required by the policy;
- approval of procedures where personal information is processed, such as:
- the management and communication of privacy notices;
- the handling of requests from individuals, including requests for access, rectification, erasure, etc.;
- the collection and handling of personal information;
- complaints handling;
- the management of security incidents; and
- outsourcing and off-shoring.
- liaison with those responsible for risk management and security issues within Cognisco Ltd;
- provision of expert advice and guidance on legislative and regulatory data protection matters;
- the interpretation and application of the various exemptions applicable to the processing of personal information;
- provision of advice in relation to data sharing projects (including security issues when data are off site);
- ensuring Cognisco Ltd has access to legislative updates and appropriate guidance related to data protection legislation;
- continuously checking that Cognisco Ltd's data protection regime reflects changes in legislation, practice and technology;
- completing, submitting and managing notifications to the Information Commissioner where required under the DPA and other data protection regulations; and
- implementing, as appropriate, the practices related to the processing of personal information outlined in any mandatory or advisory sectoral codes that apply to Cognisco Ltd.

## Data protection representatives

You have been designated a data protection representative, which means that you are required to:

- represent departments or systems that are recognised as high- risk in relation to the management of personal information; and
- assist the GDPR Owner with day-to-day responsibility for compliance with the policy.

## Document Management

This document is valid as of January 2018

This document is reviewed periodically and at least annually to ensure compliance with the following prescribed criteria.

- General Data Protection Regulation
- Legislative requirements defined by law, where appropriate

(Role)

(Author)

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(Signature)