

## DanceSyndrome Data Protection Officer Policy

### 1. Main Purpose

To ensure compliance with the EU General Data Protection Regulation (“GDPR”) and provide for ongoing compliance of all DanceSyndrome’s activities.

### 2. Position

The Data Protection Officer (“DPO”) reports directly to DanceSyndrome’s Board of Trustees and is a member of the Information Security Committee.

The current Data Protection Officer is Sarah Calderbank (Project Co-ordinator).

### 3. Responsibilities

The DPO is an expert in data protection law and practice and shall advise on and ensure that DanceSyndrome is compliant with the requirements of the GDPR, based on DanceSyndrome Board of Trustees agreeing to and implementing all Policy Documents and Procedures relating to the GDPR at all times, as well as other relevant UK data protection law and regulation.

It is the responsibility of the DPO to ensure that all of DanceSyndrome’s policies and procedures are maintained and kept up to date and that data processing audits are regularly carried out to ensure that DanceSyndrome’s core activities comply with the GDPR.

The Employees of DanceSyndrome shall liaise with DanceSyndrome’s appointed DPO on all data protection matters.

Pursuant to Article 39, 1,a-e GDPR, the main tasks of the DPO are as follows:

1. To provide information and advice to DanceSyndrome, including its partners, suppliers and contractors on all matters of data protection and compliance with the GDPR and UK law;
2. To liaise with and advise all employees of DanceSyndrome regarding their obligations under the GDPR and UK law in relation to personal data;
3. To monitor compliance with the GDPR and UK law by carrying out audits of processes pertaining to personal data, reporting the findings to the Board of Trustees and to allocate internal responsibilities to ensure ongoing compliance;
4. To help develop and maintain DanceSyndrome’s Data Protection policies, processes and procedures in relation to personal data;
5. To facilitate the delivery of training for all employees of DanceSyndrome, who are involved in processing personal data;

**Office address:**

**DanceSyndrome**  
C/O Pathway Associates  
Suite 2, Waterside,  
St James Court West,  
Accrington, Lancashire,  
BB5 1NA

**Telephone:** 07597 942494  
**Email:** info@dancesyndrome.co.uk  
**Website:** dancesyndrome.co.uk  
**twitter:** @Dancesyndrome  
**facebook:** dancerleddisabilityinspired

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**Company No: 8402154**



6. To advise on data protection impact assessments and performance monitoring, as per the requirements of the GDPR;
7. To liaise with the supervisory authority and to be the main point of contact on all issues pertaining to personal data, consulting with the supervisory authority when necessary;
8. To advise on effective security procedures and monitor compliance;
9. To advise on and help develop incident reporting procedures and investigations;
10. To advise on information security processes and allocation of responsibility;
11. To assist with the development of business continuity planning;
12. To advise on the processes for monitoring the copying of proprietary software;
13. To advise on the safeguarding of organisational records; and
14. To advise on personal data that is collected by DanceSyndrome, is properly controlled and safeguarded.

The DPO shall have access at all times to DanceSyndrome's personal data collection, processing and storage systems. All DanceSyndrome, employees are required to assist the DPO in engaging in these duties, including providing access to records and systems if requested. Failure by DanceSyndrome, employees to assist the DPO accordingly, will be reported to the Board of Trustees .

#### 4. Document owner


The DPO is the owner of this policy document and must ensure that it is periodically reviewed according to the review requirements contained herein.

The latest version of this policy document is available to all employees of DanceSyndrome on the policies section of our the website.

This policy document was approved by DanceSyndrome's Board of Trustees and is issued by the Chairperson on a version controlled basis.

Date of implementation: April 2018

Date of next review: November 2018

Signed:  .....

**Sue Blackwell, Acting Chair – DanceSyndrome – 20.04.2018**

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