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GDPR005 Identify key roles

**GDPR Toolkit Roles:**

Introduction:

This form may be used to identify who should be assigned to the roles set out by data protection laws. This will help to ensure that duties and responsibilities are delegated appropriately.

For further guidance on this topic, do refer to the appropriate pages on our HR portal.

How to generate your form:

Throughout the form, you will see icons and highlighted areas (see key below). The icons used are for guidance on how to amend the document and should be deleted from the final document, together with any non-applicable optional information/tables.

Key:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| INFORMATION  This icon demonstrates the text is for information only. | ACTION  This icon means you need to make an amendment to the text. | OPTIONAL  This icon means the advice provided is optional. | WARNING  This icon means the text is important. Please take note of the advice. |

Any text you find highlighted should be amended to suit your customisations and/or removed from the document.

Customising your form:

In addition to the text emphasised with icons and highlights, you can also amend the font, margins and footer information to suit your needs.

All fonts used throughout the document are set in the Styles panel (under the Home Tab in Word 2007+). To change the font settings, right click on the style and click M*odify*. Make the appropriate changes and click OK. Your document will automatically update wherever that style is used.

To remove the icons, click on them and press delete.

You will find a checklist of customisations at the end of the document. Please run though this once you have completed your customisations. You will also need to **delete this page by clicking Insert -> Cover Page -> Remove Current Cover Page.**

|  |  |
| --- | --- |
| Data Controller | |
| Name or position | Contact details |
|  |  |
|  |  |
| Data Processor(s) | |
| Name or position | Contact details |
|  |  |
|  |  |
|  |  |
|  |  |
| Data Protection Officer (DPO) | |
| Name or position | Contact details |
|  |  |
| Data Subjects (categories) | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
| Third Parties | |
| Name or organisation | Contact details of persons responsible for data law compliance |
|  |  |
|  |  |
|  |  |
|  |  |
| <Optional: Include if you wish to begin identifying or categorising who will be handling or viewing personal data and wish to make any notes on accountabilities, provisions or responsibilities.>  Recipients | |
| Name or categories | Additional information and notes |
|  |  |
|  |  |
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|  |  |

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Checklist

Upon completion of customisations please ensure you have:

* customised all relevant text and removed pink highlighted text
* removed all icons
* diarised a reminder to review and update the form
* removed the front cover (see instructions on front cover)
* removed this checklist!