

Traineeship Programme – 2023 – 2024

Data Protection Officer (DPO)

Description of the Unit

The Data Protection Officer (DPO) is responsible for providing advice to management and staff of the Agency on the compliance with the applicable data protection regulation (Regulation 2018/1725 on the protection of personal data by the Union institutions, bodies, offices, and agencies). As an independent function within FRA, the DPO is assigned with the tasks of informing data controllers of their obligations and data subjects of their rights, advising the data controller and the Agency's staff on data protection related issues, cooperating with the EDPS, raising awareness on the internal application of the Regulation and handling queries and complaints. In addition, the DPO is involved in the application of the data protection provisions foreseen in the public access to documents Regulation (EC) No 1049/2001.

Which tasks are expected in this unit?

- Review of Data Protection documents and templates of upcoming processing operations (data protection notice for data subjects, record of processing activities...)
- Provide advice about the compliance of processing operations with the applicable data protection regulation.
- Reply to requests received from data subjects.
- Adaptation of internal procedures in accordance with the guidelines issued by European Data Protection Supervisor (EDPS).
- Respond to the questions received from the Agency's staff and raise awareness through information sessions.
- Assisting in the handling of the public to access to documents requests as foreseen in Regulation (EC) No 1049/2001 and in accordance with the Agency's internal procedures.