

Quick orientation for branch data protection contact persons

As a data protection contact person, you ensure the careful processing of personal data within your branch

You play an important role in influencing and ensuring that branches comply with the Red Cross' basic ideology of being a reliable operator in the processing of personal data. The aim is that personal data are processed within the branch in compliance with data protection legislation, the organisation's data protection policy and other related instructions. You do not have to be a data protection professional. You only need to be interested in matters related to data protection. The branch board is responsible for the branch's data protection policies.

As a data protection contact person, your job is to act in cooperation with activity groups and provide support and guidance in the careful processing of personal data at a practical level. You actively promote good data protection policies, such as the use of centralised personal data systems (e.g. Oma Punainen Risti, Hupsis and OHTO). You also ensure that the branch's data protection documentation is in order and that the volunteers have been given the training required for their duties. You act as the primary contact person with the district and headquarters with regard to matters related to data protection. In the case of a data breach, you report the matter openly and without delay to the district and headquarters.

The position of a data protection contact person offers an excellent perspective on the branch's overall activities as you have the chance to learn about the processing of personal data in various activities. In addition, you have the chance to network with data protection contact persons from other branches. Together, you can experiment with various operating methods and share proven policies.

You can start as a data protection contact person at a low threshold and develop your competence slowly. The key trainings are those where the themes include the organisation's values and mission, acting as an elected official and content critical to your position. You accumulate the information and skills needed by doing things in practice.

Your duties as a data protection contact person



- Supporting and encouraging compliance with good data protection policies in the branch's activities
- Maintaining a summary document on the branch's processing of personal data
- Managing the branch's internal data protection guidelines
- Managing the data protection training for the branch's active members and volunteers
- Acting as a contact person with the district and headquarters with matters related to the branch's data protection
- Maintaining documentation on data breaches and suspected breaches as well as reporting actual breaches to the district and headquarters without delay

In this position, you will be supported by

- The district's data protection contact person
- The organisation's data protection officer:
tietosuoja@redcross.fi

Important information

Aloita näistä:

- Task-specific orientation: Data protection for the branch's volunteers in charge
- The organisation's data protection policy
- The tripartite agreement found as an attachment to the data protection policy
- The branch's data protection instructions
- The organisation's web pages related to data protection: <https://www.redcross.fi/data-protection/>
- Elected official training for branch boards