

Quick Orientation Guide for Branch Data Protection Contact Person

As the FRC branch's data protection contact person, you ensure the careful handling of personal data in your branch.

As a data protection contact person, you play a crucial role in influencing and ensuring that branches adhere to the core ideology of the FRC as a reliable entity in the processing of personal data. The branch board is responsible for the branch's data protection practices. The goal is to ensure that personal data processing is conducted in accordance with data protection legislation, the FRC privacy policy and other guidelines. The data protection contact person does not need to be a data protection professional; an interest in data protection matters is sufficient.

As a data protection contact person, your task is to collaborate with activity groups and support and guide the careful handling of personal data in practice. You actively promote good data protection practices, such as the use of centralised personal data systems (e.g. Oma Punainen Risti, Hupsis, and OHTO). You are also responsible for ensuring that the branch's data protection documentation is in order and that volunteers have received training appropriate to their tasks. You act as the primary contact for data protection matters with the district and central office. In the event of a data security breach, you report the matter promptly to the district and central offices.

The role of a data protection contact person offers an excellent vantage point to all branch activities, as you get to familiarise yourself with the handling of personal data in various activities. Additionally, you get to network with other branch data protection contact persons. Together, you can discuss different methods and share good practices.

You can start the role of a data protection officer with a low threshold and gradually deepen your expertise. The most essential training for a data protection officer includes matters that cover the Red Cross values and mission, and content important for the role of a data protection officer. It is also important to remember that much of the knowledge and skills needed in the role of a data protection contact person are acquired through practical experience.

Your tasks as a data protection officer

Main tasks:

- Support and encourage adherence to good data protection practices in branch activities.
- Maintain a summary document of the branch's personal data processing.
- Responsibility for the branch's internal data protection guidelines.
- Responsibility for the data protection training of active members and volunteers.
- Contact person for the district and central administration in data protection matters related to your branch.

- Maintaining documentation of data security breaches and suspicions thereof, and reporting actual breaches promptly to the district and central offices.
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Support for your role

- From the district data protection officer.
 - From the organisation's data protection officer: tietosuoja@redcross.fi.
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Important information

Start with these:

- The “Data protection for branch volunteer officers” online course.
- The FRC privacy policy.
- The FRC tripartite agreement.
- The branch's data protection guidelines.
- The FRC data protection pages: <https://www.punainenristi.fi/tietosuoja>.
- Trustee training for branch boards.