

**PRIVATE & CONFIDENTIAL**

Fiona Stuart  
Fife Council  
Legal Services  
Fife House  
North Street  
GLENROTHES  
KY7 5LT

**FINANCE & CORPORATE SERVICES**

Eileen Rowand  
03451 555555 ext. 444120  
Eileen.Rowand@fife.gov.uk  
Your Ref:  
Our Ref: L025 : ER/FA  
17 May 2018

Dear Fiona

**THE GENERAL DATA PROTECTION REGULATION/DATA PROTECTION ACT 2018 -  
APPOINTMENT OF DATA PROTECTION OFFICER**

Following the meeting of the Council's ICT Governance Board on 12 February 2018, I hereby confirm your appointment as the Council's Data Protection Officer (DPO) as at today's date on the same terms as your existing offer of employment as a Fife Council solicitor.

In fulfilling the role of the DPO, you will undertake the following:-

1. The Data Protection Officer shall have at least the following tasks:
  - 1.1. to inform and advise the Council of its obligations under GDPR and the Data Protection Act 2018;
  - 1.2. to monitor compliance with the GDPR and the Data Protection Act 2018 and with the policies of the Council in relation to the protection of personal data, including the assignment of responsibilities, awareness-raising and training of staff involved in processing operations, and the related audits;
  - 1.3. to provide advice where requested as regards the data protection impact assessment and monitor its performance;
  - 1.4. to cooperate with the Information Commissioner's Office;
  - 1.5. to act as the contact point for the Information Commissioner's Office on issues relating to processing, including the prior consultation for data protection impact assessments, and to consult, where appropriate, with regard to any other matter.

2. In the performance of your tasks, have due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing.
3. Act as the point of contact for data subjects with regard to all issues related to processing of their personal data and to the exercise of their rights under GDPR/Data Protection Act 2018.
4. In line with the Council's Code of Conduct, be bound by confidentiality concerning the performance of your tasks.

In fulfilling the above tasks as data protection officer, the Council agrees:

1. To ensure that you are involved properly and in a timely manner, in all issues which relate to the protection of personal data.
2. To support you in performing the tasks referred to above by providing resources necessary to carry out those tasks and access to personal data and processing operations, and to maintain your expert knowledge.
3. To ensure that you do not receive any instructions regarding the exercise of those tasks. You shall not be dismissed or penalised by the Council for performing your tasks as data protection officer and you shall directly report to the highest management level of the Council (as set out in the report to the ICT GB on 9 April 2018).
4. You may fulfil other tasks and duties, in particular, your role as solicitor for the Council. The Council shall ensure that any such tasks and duties do not result in a conflict of interests.

The ICT GB approved the "Data Protection Roles and Responsibilities: The Role of the Data Protection Officer within the Council and other Organisations" Report on 9 April 2018 therefore you should now take steps to implement these requirements including undertaking the above in respect of the Assessors Service in Fife; Fife Licensing Board; Electoral Registration Officer and Returning Officer in Fife.

I undertake to review your position within the next 12 months in order to determine whether any appropriate or necessary changes are required to the role profile.

Yours sincerely



Eileen Rowand  
Executive Director  
Finance & Corporate Services