

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Technology, Communication and Innovation (Data Protection Office)
- Post:** Legal Executive
- Salary:** Rs 25,525 x 775 – 32,500 x 925 – 37,125 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 56,450 (12 054 081)
- Effective Date:** 30 April 2019
- Qualifications:** A degree in Law or Law and Management or an equivalent qualification acceptable to the Public Service Commission.
- Role and Responsibilities:** To assist the Data Protection Commissioner on legal issues as well as oversee the legal activities of the Office.
- Duties:**
1. To assist the Data Protection Commissioner in the performance of duties of a legal nature in accordance with the Data Protection Act.
  2. To issue codes of practice or guidelines for the purposes of the Data Protection Act.
  3. To exercise control on all data processing activities and carry out research on legal aspects of data protection.
  4. To promote self-regulation among controllers and processors.
  5. To investigate into any complaint or information received, to prepare and swear on information in respect of an offence under the Data Protection Act and prepare relevant documents for submission in Court.
  6. To provide legal assistance and advice on compliance with the Data Protection Act and high risk processing operations and personal data breaches.
  7. To draft enforcement notices and applications for warrants.
  8. To provide training to controllers and processors and take such measures as may be necessary to bring the provisions of the Data Protection Act to the knowledge of the general public.
  9. To cooperate with supervisory authorities of other countries, to the extent necessary for the performance of his duties under the Data Protection Act, in particular by exchanging relevant information in accordance with any other enactment.
  10. To use ICT in the performance of his duties.
  11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Legal Executive in the roles ascribed to him.



CERTIFIED CORRECT

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*D. Gowry (Mrs)*  
*for Secretary for Public Service*

30 April 2019  
Date.....