

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

- Ministry:** Technology, Communication and Innovation (Data Protection Office)
- Post:** Principal Data Protection Officer
- Salary:** Rs 38,350 x 1,225 – 40,800 x 1,525 – 49,950 x 1,625 – 62,950 x 1,850 – 68,500 x 1,950 – 70,450 (04 069 089)
- Effective Date:** 30 April 2019
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Data Protection Officer/Senior Data Protection Officer who –
- (i) reckon at least four years' service in a substantive capacity in the grade; and
  - (ii) possess good supervisory skills and the ability to lead a team of officers.
- Role and Responsibilities:** To be responsible for all matters relating to inspections and investigations in line with the Data Protection Act and to assist the Data Protection Commissioner in the day-to-day administration of the Data Protection Office.
- Duties:**
1. To be responsible to the Data Protection Commissioner for the performance of the following duties –
    - (i) to supervise, monitor and coordinate the work, including research tasks, of officers in the Data Protection Officer's Cadre;
    - (ii) to monitor the work of and provide guidance to the team of officers carrying out investigations and swear on information in respect of an offence under the Data Protection Act;
    - (iii) to supervise the inspections and advise on high risk processing operations and personal data breaches and assessments of security measures carried out by subordinate staff;
    - (iv) to supervise the periodical audits and certification mechanisms carried out by subordinate staff;
    - (v) to supervise the organisation of training for controllers and processors;
    - (vi) to take such measures, as may be necessary, to bring the provisions of the Data Protection Act to the knowledge of the general public;
    - (vii) to monitor registration, including online registration and renewal activities;

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

30 April 2019  
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- (viii) to carry out regular site visits on premises of controllers to ensure that the required standards are met; and
  - (ix) to manage cooperation 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 related enactment.
2. To use ICT in the performance of his duties.
  3. 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 Principal Data Protection Officer in the roles ascribed to him.



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