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
Date..................................................
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SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

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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.

CERTIFIED CORRECT

D. Gowry (Mrs)
for Secretary for Public Service

30 April 2019