# Information and data compliance PEDP

Implementing and promoting compliance with information and data management legislation.

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| **Guidance Notes:**  Includes legislation regulating the holding, use and disclosure of personal data.  Activities may include, but are not limited to:   * providing expert advice on policies, procedures and governance * designing privacy-friendly products, services and systems that respect customer privacy and embed data protection * performing impact assessments, identify risks whilst enabling prudent use of data and addressing issues with products and services * responding to incidents * following legislative developments * creating risk models and frameworks * working with subject matter experts in areas such as, but not limited to, legal, public relations, learning and development, procurement, security, data management, architecture. |

## Level 4

Supports the implementation of policy, standards and guidelines related to information and data legislation and compliance requirements.  
Monitors the implementation of effective controls for internal delegation, audit and control relating to information management.  
Reports on the consolidated status of information controls to inform effective decision-making.  
Identifies risks around the use of information and data that is subject to specific legislation.  
Recommends remediation actions as required.

## Level 5

Contributes to the development of policy, standards and guidelines related to information and data legislation and compliance requirements.   
Provides expert advice and guidance on implementing information and data legislation controls in products, services and systems. Investigates compliance breaches and recommends appropriate control improvements.   
Creates and maintains an inventory of data that are subject to legislation. Conducts risk assessments, business impact analysis for complex information systems and specifies any required changes.   
Ensures that formal requests and complaints elating to data or information compliance are dealt with according to approved procedures. Prepares and submits reports and registrations to relevant authorities.

## Level 6

Develops strategies for compliance with information and data legislation.   
Ensures that the policy and standards for compliance with information and data legislation are fit for purpose, current and correctly implemented.   
Acts as the organisation's contact for the regulatory authorities.   
Operates as a focus for information and data legislation for the organisation, working with specialists to provide authoritative advice and guidance.