



UNIVERSITY COLLEGE DUBLIN

UMT Sub-Group – GDPR and Data Group

Purpose and Function

The GDPR and Data Group (GDPR&D Group) is established to provide oversight and high-level support for data privacy and implementation of GDPR at the university. The GDPR&D Group is to enable organization wide privacy initiatives and make recommendations to and facilitate support from the University Management Team (UMT) for all matters relating to translating good governance of personal data and privacy.

Terms of Reference

- To oversee and provide guidance and direction to the UMT for the achievement of GDPR compliance in UCD.
- To oversee and support the data privacy agenda in UCD.
- To provide a forum for the DPO to consult on all data protection matters.
- To support the DPO to undertake the role as required by law;
- To act as a channel from the DPO to report to the UMT on the work of the Group and the progress of GDPR&D in UCD and to communicate developments in national and European data protection legislation and policy to the UMT;
- To make recommendations to the UMT on best practice in implementing GDPR in the University and suggest measures to prevent any gaps/oversights/deficits in the area;
- To consider and respond to issues referred to the Group by the UMT.

Composition

The following shall be members of the UMT GDPR&D Group:

- Chief People Officer (to act as chair)
- College Principal or nominee (nominated by UMT)
- Data Protection Officer (DPO)
- Chief Information Officer (or nominee)
- Chief Risk Officer
- X2 GDPR Champions
- Director of Legal Services (or nominee)
- Information Compliance Manager
- Head of IT Programme & Risk Management

The Group may co-opt representatives from across the University as appropriate to fulfil

their terms of reference. No single gender should exceed 60% of the membership.

The Group may establish, whether from within its own membership or otherwise, such sub-committees and advisory groups as it may think fit, to advise and report on any of the above matters.

The Group shall establish and maintain good working relationships with other UMT Sub-Groups that are tasked with a remit that is complementary to or supporting the data protection and data governance agenda at UCD.

Term of Office

The term of office will normally be three years.

Group Support

The GDPR & D Group will be supported by a member of the Office of the DPO

Conduct of Business

The UMT GDPR&D Group shall meet at least six times a year.

The meetings shall be convened by the Chair with a minimum of seven days' notice of a meeting.

The members of the Group may nominate others to attend meetings on their behalf with the prior approval of the Chair.

The UMT GDPR&D shall report to the UMT, with reports indicating items for decision by the UMT and items for communication to the UMT. Items for decision should be accompanied by the recommendation of the Group