

DO I or DON'T I NEED A DATA PROTECTION OFFICER?

YES

You are a Public Authority

The nature and scope of your primary business activities require the regular and systematic monitoring of individuals on a large scale, e.g. tracking behaviour

The primary business activities of your business require you to process special category data on a large scale

Another law requires you to have a DPO

MAYBE

Even if you don't think you need a DPO, you must **DOCUMENT** your rationale for not having one

You can also **VOLUNTARILY** appoint DPO, however you need to be aware that if you do so, the same requirements of a DPO will apply as if it were mandatory

SMEs may want to consider **OUTSOURCING** the DPO role to a specialist provider. This is permitted, however make sure your provider can fulfil their statutory duties

NO

You don't hold or use any special category data

You do not regularly monitor, track or profile your customers

You are only processing personal data for secondary or ancillary purposes such as HR or payroll

You are a small local shop that doesn't keep information about your customers

You are holding personal data for domestic purposes only