

ANNEX 3: ROLES AND RESPONSIBILITIES¹

Deputy Executive Director (Management) (DED-M)	Overseeing the operationalization of this Policy within UNFPA by implementing appropriate oversight structures and mechanisms.
Chief, Legal Unit (LU), and/or Personal Data Protection Specialist, LU	Providing advice to the DED-M, as relevant in consultation with the Director, Information Technology Solutions Office (ITSO), the Chief, Quality Management Unit (QMU) and other UNFPA stakeholders, in implementing this Policy.
Director, ITSO	Leading and coordinating information security, including ensuring data security standards referenced in para 22 of this Policy; implementing appropriate organizational, administrative and technical safeguards and procedures as referenced in para 23 of this Policy.
	Developing and providing assistance to maintain the centralized registers as referenced in para 45 of this Policy.
Director, Humanitarian Response Division (HRD) ²	Determining, in consultation with other UNFPA offices as applicable based on the type of emergency, whether any derogation from UNFPA data protection standards exceptionally applies to processing personal data during a humanitarian emergency as referenced in para 49 of this Policy.
Chief Risk Officer (CRO) ³	Providing overall strategic leadership concerning the risks associated with processing personal data as specified in the UNFPA Enterprise Risk Management Policy , as referenced in para 14 of this Policy.
Head of Office (Regional Directors in Regions, Sub-regional Directors in Sub-Regions, Division Directors in Divisions, Representatives in Country Offices)	Within existing or designated authority, ensuring the implementation of this Policy in their offices, which includes: <ul style="list-style-type: none"> - Defining roles and responsibilities of controller and processor for UNFPA and UNFPA associates (or entities with which UNFPA has a contractual relationship or collaboration agreement) prior to processing personal data as referenced in para 13 of this Policy, - Identifying and implementing personal data protection principles, such as establishing a lawful basis for processing personal data, specifying purposes, reviewing necessity and proportionality, and assessing accuracy as referenced in paras 15-21 of this Policy,

¹The specific roles and responsibilities pertaining to personal data breaches (data subject requests, DPIA) are included in the Personal Data Breach Guidelines (and relevant policies and procedures). All job functions/titles referenced in this table shall be read in a way that delegated representatives are included.

² Director of EMOPS as referenced in para 49 of the Policy corresponds to the Director, HRD in UNFPA.

³ Since 1 February 2022, the UNFPA Chief of Staff, OED has been designated as the UNFPA CRO.

	<ul style="list-style-type: none">- Classifying personal data in accordance with sensitivity as referenced in para 22 of this Policy,- Ensuring appropriate retention standards as referenced in para 24 of this Policy,- Providing privacy notices to data subjects as referenced in para 25 of this Policy,- Ensuring the personnel assigned to their office complete regular mandatory training on personal data protection as referenced in para 42 of this Policy,- Conducting DPIAs as referenced in para 44 of this Policy,- Specifying personal data and creating an inventory of the personal data in the UNFPA filing systems, which contain i) the name and contact details of the information asset owner; ii) the purposes of the processing; iii) categories of the data subjects and data sources; (iv) types of personal data concerned; v) categories of recipients to whom the personal data have been or can be disclosed or otherwise transferred; vi) default retention periods; and vii) where possible, a general description of the technical and organizational security measures pursuant to para 23 of this Policy in their respective offices as referenced in para 45 of this Policy,- Monitoring compliance with this Policy as referenced in para 45 of this Policy,- Identifying or establishing internal procedures, such as standard operating procedures as referenced in para 48 of this Policy.
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