

GDPR Compliance Review Project



Micro-Placement student title: GDPR Compliance Assistant

Business Problem: Is the charity GDPR compliant?

Project Description:

Octopus is currently engaged in the CoRe programme (Community Resourcing Programme) which is focusing on the review of GDPR compliance and implementation of effective practice.

This exciting project offers the opportunity to collaborate on this important work programme area, which is underpinned by professional expertise from City-based law firms. The project will conclude with a mini compliance and effective practice audit. We will give the successful Micro-Placement student an opportunity to work with a professional legal team and develop a unique network of small charities (community centres). They will develop such employability skills as teamworking, leadership, communication, work-planning and implementation of projects against set deadlines, along with creative thinking and problem-solving. Training on CRM systems will be provided.

Key duties:

Task (1): compile wide-ranging information needed by the CoRe group of professionals so that they can undertake their baseline checks and make recommendations.

Task (2): support the implementation of a GDPR compliance and effective practice audit: working with the CoRe team of professionals to implement changes to policies and procedures.

Task (3): support the production of a CoRe project presentation that communicates progress, performance and impact.

Objectives:

Objective (1): develop an understanding of the importance of GDPR compliance and effective practice within the community and voluntary sector/wider society as a whole.

Objective (2): gain an insight into the legal implications of GDPR non-compliance and how effective practice can be implemented with demonstrable impact results.

Objective (3): develop personal and professional skills in team working, problem-solving, decision-making and presenting action plans and impact results.

Deliverable: Presentation of recommendations to Board of Trustees with the CoRe team of professionals.