



WHAT ARE THE DUTIES OF THE CONTROLLER?

As a personal data controller, you are required to meet a number of obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and the free movement of such data, in particular:

1. Make an inventory of personal data processed and the parameters of the processing.
2. Describe the processing, evaluate risks and propose measures to mitigate detected risks to an acceptable level and to ensure that processing is in accordance with the Regulation (so-called differential analysis). Such measures are, in particular:
 - a. an information policy towards data subjects,
 - b. measures facilitating exercise of data subject rights (right of access, right to object),
 - c. getting consent to the processing,
 - d. security of processing,
 - e. process of erasure of personal data,
 - f. process of notification of a personal data breach,
 - g. records of processing activities (in particular cases only),
 - h. contracts on processing of personal data with processors and other controllers,
 - i. internal privacy policy,
 - j. staff training.
3. Document the measures taken.
4. Organize regular revisions of the aforementioned documents and actions to ensure that they are up to date and functional.