

DATA RESPONSIBILITY WITHIN OCHA OFFICES

The actions for data responsibility at this level are primarily meant for OCHA country offices. Some actions at this level, such as the development of a standard operating procedure for data incident management, will also be relevant to OCHA headquarters sections in their operational data management.

The instructions under ‘policy requirement’ reflect mandatory requirements under the UN Secretariat Data Protection and Privacy Policy. The policy also establishes the role of data protection focal point,¹³ tasked with supporting the implementation of the policy. Requirements to share data or information with the data protection focal point are flagged specifically in the actions below.

DATA SUBJECT RIGHTS

A data subject is any person to whom personal data relates, including beneficiaries of assistance.¹⁴ Under the UN Secretariat Data Protection and Privacy Policy, data subjects have a number of rights relating to the processing / management of their personal data. These rights include:

1. The right to request information as to:
 - a. The legal basis and specified purpose of processing of personal data
 - b. The safeguards applicable to such data processing;
 - c. The types of data being processed;
 - d. The source(s) of data;
 - e. The applicable retention period;
 - f. Whether data processing involves automated decision-making that would result in decisions significantly affecting them;
 - g. Whether data are being transferred outside the United Nations and, if data are being transferred, the recipient of the transfer and the purpose therefor.
2. The right to request access to a copy of personal data relating to them.
3. The right to request rectification or completion of inaccurate or incomplete personal data.
4. The right to request the deletion of personal data relating to them.
5. The right to request that the Secretariat cease or restrict the processing of personal data relating to them.

¹³ Based on sections 6 and 7 in the UN Secretariat Data Protection and Privacy Policy, the Data Protection Focal Point is responsible for establishing procedures, conducting data impact assessments, and other duties set out in section 6.

¹⁴ The data subject is any identified or identifiable natural person to whom personal data that are being processed by or on behalf of the Secretariat relate, including but not limited to a staff member, individual contractor or consultant, other United Nations personnel, an attendee at an official meeting or a beneficiary of assistance.