

# CONTACT WITH AUTHORITIES WORK INSTRUCTION (TIER 3)

## Document Control

Reference: GDPR-C DOC  
6.1.3  
Issue No: 1.0  
Issue Date: 25/05/2018  
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### 1. Scope

The requirement for contacting authorities is set out below. Cognus Limited complies with requirements for contact with authorities under all relevant laws including the EU GDPR.

### 2. Responsibilities

2.1 Each body listed in clauses 3 and 4 below has a nominated owner who is responsible for managing the relationship with the body. This responsibility includes initiating and maintaining the relationship, and ensuring that the contact information in the schedule to which this work instruction relates (schedule [GDPR-C REC 6.1.3](#)) is current and complete.

3. Cognus, the data controller or processor, has published the contact details of the Head of Resources on the Cognus Website and communicated them to the Information Commissioner's Office.

The following Head of Resources contact details are correct, and are published <https://cognus.org.uk/privacy/>, and communicated to the Information Commissioners Office:

#### Head of Resources contact details

Contact Name:	Richard Slatford
Address line 1:	24 Denmark Rd
Address line 2:	Carshalton
Address line 3:	SM5 2JG
Email:	richard.slatford@cognus.org.uk
Telephone:	020 8770 4552

The relationship between Cognus and the Information Commissioners Office is owned by Head of Resources.

Cognus has appointed an external specialist in data security to provide a Data Protection Officer (DPO) service. The Head of Resources has been appointed as the internal Senior Manager responsible for GDPR and the key link to the DPO.

Cognus

*Restricted*

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- 3.1 Relationships with these authorities are owned by the Head of Resources (unless otherwise noted):  
Police and law enforcement  
Fire department  
Local Safeguarding Children Board – Services Director  
Local Authority Designated Officer – Services Director

The Head of Resources has version controlled copies of this document with their personal copies of the business continuity and disaster recovery plan.

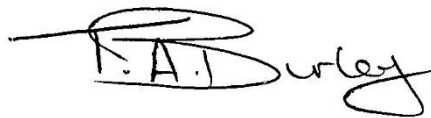
### **Document Owner and Approval**

The Head of Resources the owner of this document and is responsible for ensuring that this work instruction is reviewed in line with the review requirements of the GDPR.

A current version of this document is available to all employees on the Intranet.

This work instruction was approved by the Managing Director on 25/05/2018 and is issued on a version controlled basis under his/her signature.

Signature:



Date: 25/05/2018

### **Change History Record**

Issue	Description of Change	Approval	Date of Issue
1	Initial issue	Managing Director	25/05/2018