

# CoDA UK National Service Committee GDPR role description

## Person Specification

### Essential

- Has worked the CoDA program
- Is an active CoDA member working the steps and traditions.
- Familiar with the principles of recovery and the CoDA program.
- Is willing to study the relevant legislation and keep up to date with changes
- Has own computer and active internet connection.

### Desirable

- Has been actively working the program and attending meetings for at least 1 year.
- Familiar with CoDA literature.
- Familiar with internet copyright and privacy legislation.
- Provided service in meetings and/or intergroup.

### Duties

- To advise the NSC regarding enquiries on privacy matters raised to the NSC.
- Bring decisions to the committee or the NSC where the path is unclear or additional support is needed.
- Support other committees and service role holders in their roles especially the Chair and the Communications secretary and Website service roles.
- Attend CoDA NSC intergroup meetings.

### Note

- The service can be intermittent with periods of activity and periods of quiet.
- Working with others undertaking service will be required.
- We have access to a firm of lawyers who provide advice on a pro bono basis on this topic.
- The Role is for a minimum of two years and maximum of four.

*Updated May 2021*