

PRIVACY AMBASSADOR IN ACTION

Department-Wise
Implementation
Guide



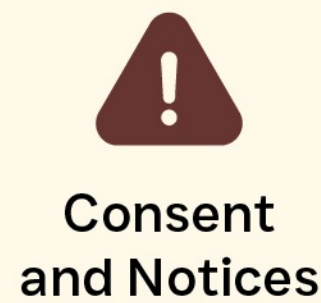
LEGAL & COMPLIANCE DEPARTMENT

**Guardians of Lawful Data
Practices and Accountability**

The Legal & Compliance Department is responsible for ensuring that all types of data processing across the organisation complies with the DPDP framework.

This includes overseeing consent and notice frameworks, maintaining accountability mechanisms, managing regulatory engagement, and ensuring organisation's readiness for audits, investigations, and enforcement actions.

DPDP FRAMEWORK APPLICATION AREAS



**Consent
and Notices**



**Data
Principal Rights**



**Records of Processing
Activities (RoPA)**



**Cross-Border
Transfers**



**Data of Children and
Persons with Disabilities**



**Data Protection Impact
Assessments (DPIAs)**



**Grievance and
Regulatory Engagement**



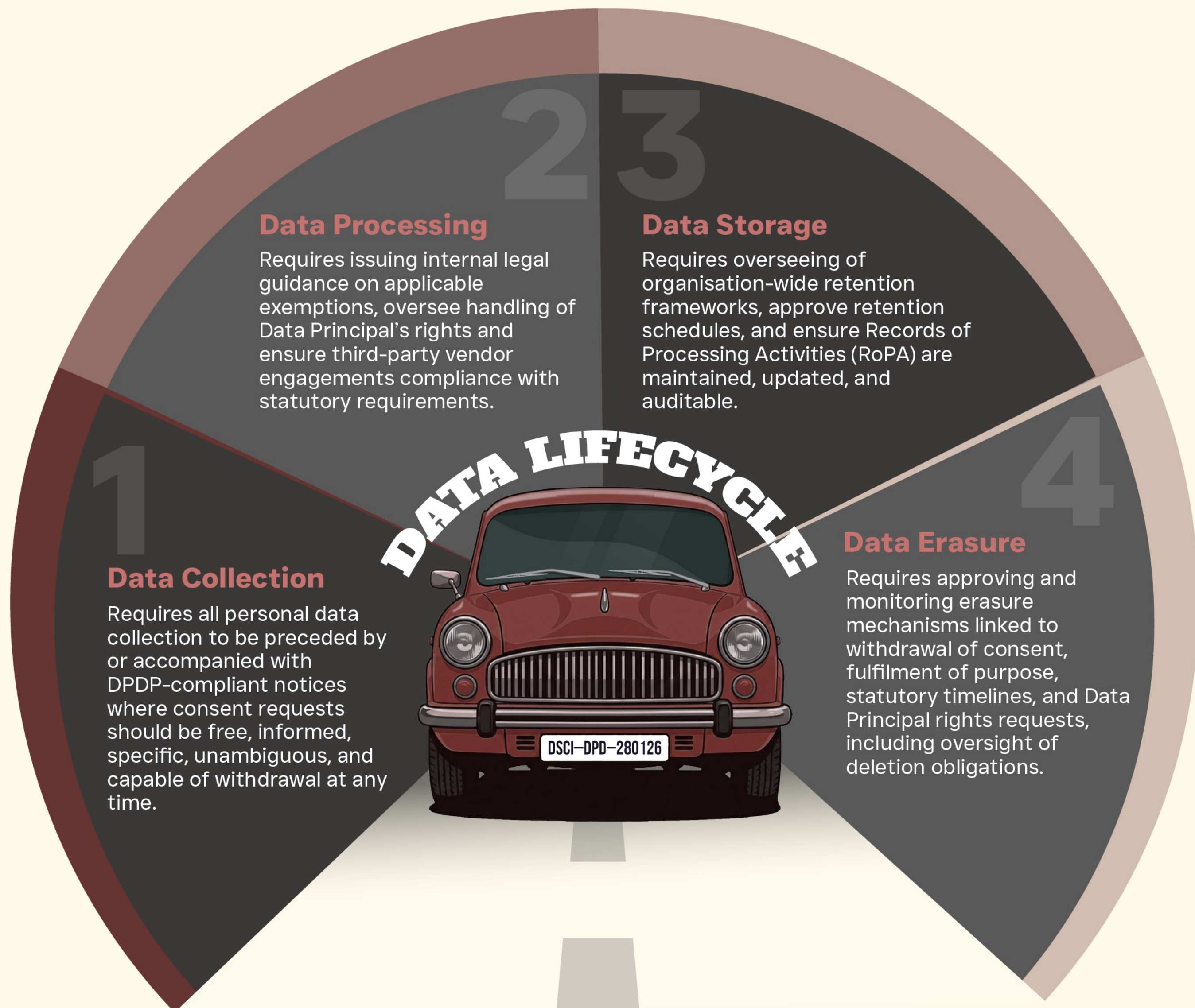
**Vendor and
Processor Governance**



**Incident and
Breach Management**



**Significant Data Fiduciary
Compliance Readiness**



KEY ACTIONS



Issue and maintain Standard Operating Procedures (SOPs) for obtaining verifiable parental or lawful guardian consent for processing personal data of children and persons with disabilities.



Draft, implement, test, and oversee procedures for responding to Data Principal rights, including access, correction, completion, withdrawal of consent, and erasure.



Monitor Central Government notifications and directions relating to restrictions on cross-border personal data transfer and accordingly update internal policies and contractual positions.



Publish and periodically verify the visibility and accuracy of Data Protection Officer (DPO) or authorised contact details for all rights-related and grievance touchpoints.



Establish and operationalise escalation, response, and representation mechanisms for grievances and complaints before the Data Protection Board.



Regularly assess the organisation's Significant Data Fiduciary status and maintain readiness for enhanced statutory obligations, including appointing independent data auditors and ensuring Data Protection Impact Assessments and audits.

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