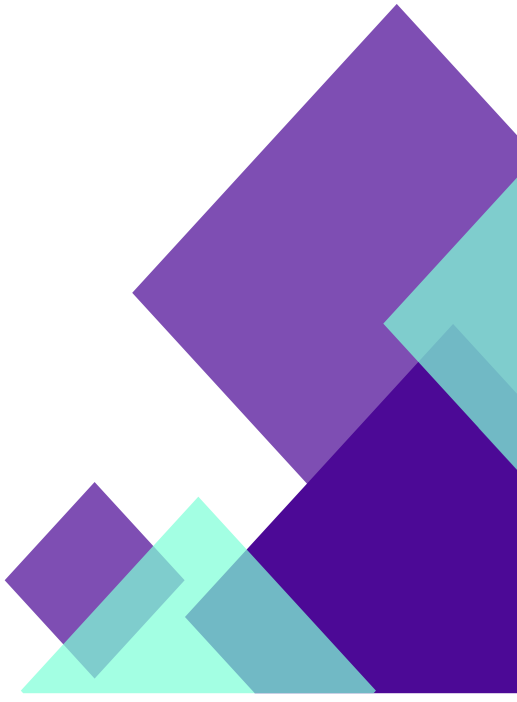




DPO As a Service Proposals

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Table of Contents

1. PRIVACY/DATA PROTECTION OFFICER TASK.....	4
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1. Privacy/Data Protection Officer Task

Job Title	Responsibilities
Privacy/Data Protection Officer	1. Conduct Privacy Impact Assessments (PIAs) to ensure that Personally Identifiable Information (PII) is appropriately protected. 2. Work with others on policies, processes and procedures relating to cybersecurity and privacy. 3. Ensure that appropriate controls are in place to effectively mitigate risk and address privacy concerns during a risk assessment process. 4. Work with the organization's legal advisers and relevant third parties to ensure that all services comply with privacy and data security requirements 5. Work with the organization's legal advisers, management and other stakeholders to ensure the organization has and maintains appropriate privacy and confidentiality documentation. 6. Work with stakeholders to develop relationships with regulators and government departments responsible for privacy and data security issues. 7. Work with business teams and senior management to ensure awareness of best practices relating to information privacy and data security 8. Ensure all processing and data source are registered with the relevant privacy and data protection authorities where required. 9. Work with senior management to establish a committee responsible for the oversight of data privacy. 10. Provide leadership on the committee responsible for the oversight of data privacy 11. Develop training materials and other communications to increase employees understanding of company privacy policies, data handling practices and legal obligations. 12. Work with organization administration, legal advisers and other related parties to represent the organization's information privacy interests with external parties. 13. Providing support and advice regarding all aspects of Personal Data protection, including contributing to developing policies and internal procedures related to Personal Data protection. 14. Report on a periodic basis regarding the status of the privacy program to senior management and other responsible individuals or committees. 15. Direct and oversee privacy specialists and coordinate privacy and data security programs with senior management to ensure consistency across the organization. 16. Work with legal and HR teams to develop appropriate sanctions for failure to comply with the organization's privacy policies and procedures. 17. Ensure compliance with privacy practices across the organization.

18. Periodically review and update the privacy program to incorporate changes in laws, regulations or organizational policy.
19. Establish and maintain an internal privacy audit program.
20. Review the organization's data and privacy projects to ensure that they are compliant with the organization's privacy and data security policies.
21. Notifying SDAIA of Personal Data Breach incidents.
22. Ensure that the use of technologies maintains and does not erode, privacy protections on use, collection and disclosure of personal information.
23. Monitor systems development and operations to ensure compliance with privacy policies.
24. Review all cybersecurity plans to ensure alignment between cybersecurity and privacy practices.
25. Develop and manage procedures for vetting and auditing vendors for compliance with appropriate privacy, data security, legislative and regulatory requirements.
26. Ensure all complaints concerning the organization's privacy policies and related documentation are addressed in a timely manner by appropriate resource.
27. Identify and remediate areas where the organization is not fully compliant with privacy requirements.
28. Coordinate with the Chief Information Security Officer (or equivalent) to ensure alignment between cybersecurity and privacy practices.
29. Acting as the direct point of contact with SDAIA and implementing its decisions and instructions regarding the application of the provisions of the Law and its Regulations.
30. Ensure that privacy compliance monitoring activities are carried out on an ongoing basis.
31. Responding to requests from Data Subjects and addressing complaints filed by them in accordance with the provisions of the Law and its Regulations
32. Monitoring and updating the records of Personal Data Processing activities of the Controller.
33. Develop strategic plans with senior management to ensure that personal information is processed accordance with applicable privacy requirements.
34. Develop and maintain enterprise-wide procedures to ensure that new products and services are developed in accordance with organizational privacy policies and legal obligations.
35. Contributing to reviewing plans of response to Personal Data Breach incidents, and ensuring that such plans are adequate and effective.
36. Preparing periodic reports regarding Controller activities related to processing of Personal Data, and providing recommendations to ensure compliance with provisions of the Law and its Implementing Regulations
37. Maintain awareness of applicable privacy laws, regulations and accreditation standards.



- 38. Following up on regulatory documents issued by SDAIA related to the protection of personal data, including any amendments, and inform the relevant departments to ensure compliance.
- 39. Support company participation in public events related to privacy.
- 40. Support and advise the data office manager and personal data processing staff.