

COMPLIANCE WITH THE REGULATION OF THE DATA PROTECTION OFFICER



To ensure compliance with the obligations established by the Regulation on the Performance of the Data Protection Officer (DPO) by ANPD ([approved by Resolution CD/ANPD nº 18/2024](#)), make sure to meet all the items on this checklist.

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Does the DPO have knowledge about data protection legislation?

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Does the DPO understand the context, volume, and risk of the data processing operations carried out by the company?

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Is the DPO able to communicate clearly and accurately with data subjects and the ANPD in Portuguese?

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Has the DPO been formally appointed (with a written, dated, and signed document) that describes the activities to be performed by the DPO?

Attention: This document may be requested by the ANPD.

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Has a substitute been designated to act in the absence, impediments, and vacancies of the DPO?

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Are the DPO's details publicly, clearly, and objectively available in a prominent and easily accessible location on the data controller's website?

Attention: Besides the contact channel, if the DPO is:

- *an individual, their full name must be disclosed.*
- *a legal entity, the company name or trade name must be disclosed, as well as the full name of the responsible individual.*

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Does the DPO have the necessary resources to carry out their activities?

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Does the DPO have technical autonomy to perform their activities without undue interference?

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Does the DPO have access to the highest-level personnel within the organization?

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Does the DPO have effective and adequate means of communication with data subjects?

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Can the DPO perform their activities without conflicts of interest?

Note: A conflict of interest is a situation that may compromise, influence, or improperly affect the objectivity and technical judgment in the performance of the DPO's duties.