Data Protection Officer

Sample wording to be inserted into a Job Description

Please note this document contains example wording that will not be applicable in all circumstances. Please review and adapt according to your specific requirements.

Tasks

* Inform, advise and issue recommendations to the School/Multi-Academy Trust regarding compliance with data protection laws including GDPR, and internal policies and guidelines with respect to data protection;
* Provide advice to the School/Multi-Academy Trust on Privacy Impact Assessments (PIAs), monitor their implementation, in compliance with the GDPR;
* Maintain the record of processing operations and key repositories or personal data under the responsibility of the controller, and manage related data protection records;
* Cooperate with and be the contact person for the Information Commissioner and consult, where appropriate, on issues relating to processing;
* Act as the point person for inquiries from data subjects on issues relating to data protection practices, withdrawal of consent, the right to erasure, and related data subject rights;
* Assist with the implementation, management, monitoring and the creation and roll-out of policies, guidelines, and data protection awareness training;
* Identify and manage risks related to data protection, and escalate data protection risks and issues to management, as needed;
* Attend regular/ongoing privacy training.

Expertise and Professional Qualities [include where required]

* Experience with the details and practical application of current European data protection legislation, and possess an in depth understanding of the GDPR;
* Previous experience in a compliance, data protection and/or privacy role preferred;
* Possess integrity, professional ethics, and sound judgement in managing risks and enforcing company-wide standards;
* Ability to handle information and business confidentially, as appropriate;
* Demonstrated leadership and problem-solving skills, and ability to work under pressure;
* Ability to communicate effectively with the highest levels of management and decision-making individuals within the organisation;
* Familiarity with privacy and security risk assessment, best practices and gap analysis, privacy certifications/seals, and information security certifications;
* Familiarity or experience with implementing data protection policies, procedures, and training materials, and promoting a culture of data protection compliance across business functions;
* Experience advising internal/external stakeholders around data protection questions, risks and issues;
* Ability to communicate effectively with data subjects, the ICO, works councils, and other controllers and processors;
* Excellent verbal and written communication skills with strong presentation/negotiation skills;
* Adequate self-awareness and confidence to acknowledge gaps in certain areas and seek to fill them from reliable sources;
* Familiarity with information technology programming and infrastructure, and information security practices and audits, preferred.

Further Requirements of the Role

* That the Data Protection Officer is supported by the necessary resources and is able to maintain expertise.
* That the Data Protection Officer directly reports to the highest management level of the organisation.
* That there is timely involvement of the Data Protection Officer in all data protection issues.
* That the Data Protection Officer is not pressurised by the employer as to how to perform their tasks, and is protected from disciplinary action when carrying out those tasks.
* Where the Data Protection Officer performs another role or roles, that there is no conflict of interest.