

# ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



*Life in all its fullness*

**Defined responsibilities of the DPO to be used in addition to an existing substantive role profile**

**November 2020**

## **Job Profile**

**Role Title:** Data Protection Officer

**Grade:** [TBC]

### **The Role:**

This role is aligned to the implementation of the requirements of one of the biggest changes to Information Laws since the introduction of Freedom of Information Laws in 2000. The General Data Protection Regulation (2016) (GDPR) requires entities that process Personal Data to have a series of controls and processes in place. One of these requirements, as outlined in Articles 37-39 of the Regulation, is to have a defined Data Protection Officer for the organisation.

The Data Protection Officer will be responsible for advising and monitoring the business's compliance with the GDPR, including performance of other formal duties as defined by the GDPR.

The Data Protection Officer applies knowledge and experience to assist the organisation in delivering services to both internal and external customers.

### **Key Accountabilities:**

- Working with the organisation to ensure compliance with their obligations under the General Data Protection Regulation and any relevant UK legislation;
- Working with organisation to monitor compliance with the Regulation, with relevant supporting UK legislation and with relevant organisational policies in relation to the protection of personal data.
- Report on the status of compliance with the Regulation to the Leadership Team and other stakeholder scrutiny groups, including briefing on specific matters for their review.
- Working with the organisation to oversee and assist in staff awareness-raising and training both online and face to face where required.
- Acting as a key stakeholder for any and all Data Protection related audits and compliance reviews, completed both internally and externally.
- Working with the organisation to provide advice and review of data protection impact assessments where required and monitoring their ongoing implementation and review. This includes acting as the formal sign off of any assessments meeting the criteria.

- Working with the organisation to investigate and process adverse incidents ensuring that any incidents that require notification to the Data Subject and/ or Supervisory Authority are completed within the 72 hour timeframe.
- Working with the organisation to advise on any Information Sharing Protocols looking to be established and shared as part of the organisation's membership of the Whole Essex Information Sharing Framework (WEISF).
- Cooperate with the Supervisory Authority (currently the Information Commissioner's Office).
- Act as the contact point for the supervisory authority on issues relating to the organisation processing of Personal Data and compliance with the GDPR and working with the organisation to resolve these.
- Act as the contact point for data subjects on issues and queries relating to the organisation's processing of Personal Data and compliance with the GDPR and working with the organisation to resolve these.
- Lead on any prior consultation needed with the supervisory authority for any organisational processing of Personal Data where required and to support the organisation and supervisory authority in this process.
- Liaise with the Leadership Team regarding Data Protection & any other information governance matters.
- Develop and maintain own skills and expertise to keep up with current requirements of the Regulation and supporting legislation.
- Build strong relationships with other Data Protection Officers to encourage the sharing of knowledge, best practice and reliable information sharing arrangements.

#### **Knowledge, skills & experience:**

- Strong knowledge of Data Protection legislation, specifically the General Data Protection Regulation 2016 and any supporting legislation.
- Practical knowledge of Data Protection compliance including best practice.
- Experience working with Data Protection in the Public Sector or experience working with complex legal matters and being able to decipher them simply for other audiences.
- Relevant qualifications in Data Protection Law and/or Information Law / Information Governance that covers the General Data Protection Regulation 2016.

- Understanding of Information Risk Management including horizon scanning for emerging risks, reporting and analysis and root cause analysis.
- Good communication and interpersonal skills in order to liaise with staff at all levels, including Board level, and build lasting and productive relationships with internal and external stakeholders.