

**Job Description:**            **Data Protection Officer**

**Reports to:**                **Director of Improvement**

**Salary:**                    **SCP 38, £48,400 – 44, £54,589**

## **Job Purpose**

The Data Protection Officer (DPO) is the subject matter expert in the handling of personal data across the Trust and leads on policy, process and reporting to ensure the Trust's compliance with the General Data Protection Regulations (GDPR).

The DPO is the focal point for data protection and privacy activities and will provide information, guidance and training on all aspects of data protection in order to foster a good data protection and privacy culture within the Trust.

The DPO is the Trust's point of contact with the Information Commissioner's Office (ICO) and is responsible for accurate reporting on data protection activity to the Trust Board.

This role requires good knowledge of data protection regulation and experience of supporting and coaching Headteachers and Office Coordinators (OC) within the education sector to make procedurally sound, legally compliant and timely decisions.

Queries relate to all aspects of data protection, including data breaches, freedom of information (FOI) and subject access requests (SAR).

The Data Protection Officer has the authority to act independently of senior management in carrying out their responsibilities and provides reports to the highest management level of the Trust.

## **Key Responsibilities**

### **Good Data Protection Information and Practice**

- Informs and advises the Trust, its managers and employees and any data processors engaged by the Trust on their obligations under the General Data Protection Regulations (GDPR) and other data protection legislation
- Responsible for general communications on data protection matters

- Liaises with stakeholders to ensure a timely response to data protection queries
- Investigates or manages the investigation of incidents and breaches of data protection, privacy legislation and REAch2's policies and procedures
- Actively addresses the most complicated risks, issues, and dependencies
- Advises on GDPR requirements in relation to suppliers and other contracts
- Point of contact for escalation regarding GDPR issues
- Collates data and prepares reports, as required
- Liaise with other organisations that process data on our behalf

## **Regulatory Compliance**

- Is assigned responsibility for fulfilling the Trust's data protection requirements and reports to the Trust Board
- Provides expert advice on current and emerging data protection legislation and implications for the Trust
- Ensures REAch2 is compliant with data protection regulations across all schools
- Drafts policy, procedures and Briefing Notes
- Ensures effective systems, reporting and controls are in place for compliance
- Monitors and promotes compliance with the GDPR and other data protection laws
- Ensures business assets containing personal data are identified, managed and subject to suitable controls
- Provides advice to the Trust regarding Privacy Impact Assessments and monitors performance against those assessments
- Handles queries in relation to data protection investigations and practices, withdrawal of consent, right to be forgotten and other data subject rights
- Oversees the compliant transfer of data with regards to schools that transfer in to, or out of, the Trust
- Completes data due diligence as part of the TUPE process
- Acts as the contact point for the ICO
- Reports risks and data breaches to senior management and, when appropriate, to the supervisory authority
- Consults, and manages communication, with the ICO
- Oversee the management Trust wide of Data Protection Impact Assessments and the management of an on-line programme.

## **Training and Development**

- Raises organisation-wide awareness of GDPR and responsibilities
- Provides GDPR Onboarding input for new headteachers and SBMs
- Designs and delivers training, webinars and materials to promote understanding of data protection and the GDPR
- Ensures that learning is part of the review for any GDPR breach
- Shares learning and develops the wider teams across the Trust

## Data Protection Officer Manager – Person Specification

	Essential	Desirable
Right to work in the UK	*	
<b>Knowledge/Qualifications</b>		
KCSIE		*
Expert Data Protection legislation and practice		*
CIPM, CIPP, C-GDPR-P, BCS/ISEB or PDP qualification		*
Competent user of Microsoft Office – including Office 365, Word, Excel, PowerPoint	*	
Data Protection policies and procedures	*	
Knowledge of data processing operations in across academies and a Trust	*	
<b>Experience and Skills</b>		
Education / the primary sector	*	
Working in a unionised environment		*
Administration skills, maintaining records and systems	*	
Excellent written skills – can compose a professional letter and write detailed reports	*	
Ability to explain complex information in a manner appropriate to the audience	*	
Excellent interpersonal and relationship management skills to work with / coach SBMs and HTs	*	
Can organise / prioritise workload and work to deadlines	*	
Builds good working relationships remotely	*	
Good listening skills / understands detailed information	*	
Good analytical skills to understand complex issues and work through problems	*	
Delivery of training on data protection matters	*	
Transfer of pensions from one employer to another / TUPE	*	
<b>Professional attributes</b>		
Absolute confidentiality	*	
Meticulous attention to detail	*	

Can work independently and autonomously	*	
Sensitive when required	*	
Demonstrates personal and professional integrity	*	
Likes a challenge / takes initiative / 'can do' attitude	*	
Willing to learn and open to feedback	*	
Occasional travel to schools	*	
Evidence of CPD	*	