

Job Description

Assistant to DPO & RM

Band 5

This post is responsible to:

Responsible to the Data Protection Officer and Records Manager, a singular role within the Charity who works with all staff to ensure data processing and data flow are compliant with legislation and ensures the Charity is able to function through creation; use; storage and disposal of both physical and digital information.

This role will ensure the day to day running of the issues that arise from Data Protection and Records Management.

Key Responsibilities for Data Protection:

- Undertaking Data Protection audits, providing support for the DPO on Privacy Breach management.
- Take action on providing substantive and actionable guidance to a range of staff and foster working relationships with senior management in partnership with the Records Manager/DPO.
- Assist the DPO in all matters relating to the privacy, security and availability of personal information held by the Charity.
- Monitoring risk from data protection issues in for the Charity through risk register compiled by the DPO.
- Involved from the earliest stage in all issues relating to data protection. In relation to data protection impact assessment giving advice on impact assessments, so ensuring compliance with the GDPR and DPA2018.
- To be a substitute for the DPO in relevant working groups dealing with data processing activities within the organisation.
- Enabling appropriate access to information; assisting with the management of the team responsible for Subject Access Requests.
- Monitoring the DPO email inbox.
- Assisting with incident investigation, reporting and communication when a data breach or another incident has occurred.
- Monitoring of compliance for data protection legislation such as:
 - ♦ Collect information to identify processing activities.
 - ♦ Analyse and check the compliance of processing activities.
 - ♦ Assist with recommendations to the controller or the processor.
- Actively maintaining a record of processing operations under the Charity's accountability to 'maintain a record of all categories of processing activities'.
- Understand and carry out the delivery of the Charity's Records Management framework to ensure legislative compliance and in support of strategic objectives.

- To advise and assist with the lifecycle of records both digital and physical within the Charity, from creation to disposal. At times advising on individual systems such as clinical record keeping and Microsoft systems.
- To ensure retrieval of records from storage and the transition from paper to electronic media when needed.
- To be an active team member in staff awareness of information management and data protection law in how it relates to the Charity via the intranet and/or poster campaigns.
- Taking equal responsibility with Records Manager for the preserving corporate memory and heritage with regard to records by managing the historical archive for the Charity.
- To assist with problem solving through effective use of software and other information management resources.
- Collating and assistance with report writing when requested.
- Commitment to keeping up to date with any technological innovations in the industry and appropriate training courses.
- Further activities will be outlined by the Line Manager for the post after regular review.

Personal specification for this role

Expertise/Competence/Skills

- Ability to communicate effectively in verbal and written forms to staff at all levels. Good interpersonal and influencing skills to enable implementation and maintenance the information management and data protection culture throughout the Charity.
- Ability to produce written pieces of work across a wide range of media.
- Understanding of data governance framework across the organisation.

Knowledge

- Knowledge of Data Protection law and practices.
- Good working knowledge of Microsoft systems such as Office and Teams.

Qualifications

- A level education or equivalent experience.

Essential Criteria

- Meticulous attention to detail.
- Analytical and problem-solving skills.
- Good negotiation skills.
- Outstanding organisation skills.
- Patience, diligence and capable of prioritising own time.

Desirable Criteria

- Practical experience of Records Management.
- Ability to work on multiple tasks at any one time and balance competing priorities.
- Experience of Charity environments, structures and operations.
- Experience of working with Data Protection issues.