

JOB DESCRIPTION

JOB TITLE Deputy Data Protection Officer

JOB PURPOSE

To provide support to the Localities and Head Office teams to ensure the SCRA meets its obligations under UK Data Protection laws.

ORGANISATIONAL POSITION

Immediate Line Manager: Information Governance Manager/Data

Protection Officer (DPO)

Peers: Business Managers

Head Office Staff

Locality Support Managers

Management Responsibilities: None

DIMENSIONS

Working as part of the Information Governance Team to provide advice and guidance to Localities and Head Office.

PRINCIPAL ACCOUNTABILITIES INCLUDE:

- Deputise when required for the Information Governance Manager/DPO: providing advice and guidance to the Information Governance team and across the organisation; making decisions on breaches and whether to report them to the Information Commissioner's Office (ICO).
- Provide advice and guidance to the Information Governance Team on data breach incidents and Subject Access Requests, and seek guidance from the Information Governance Manager/DPO when necessary.
- Oversee the final check of responses to data subjects' requests relating to their personal data.
- Investigate and respond to concerns and complaints relating to data subjects privacy rights.

- Assist the Information Governance Manager/DPO to ensure the SCRA's compliance with Data Protection legislation.
- Act as a point of contact for data protection related queries from external stakeholders.
- Advise on the completion of Data Protection Impact Assessment screening and assessment.
- Participate in Quality Improvement activities to improve processes and outcomes (such as undertaking focus groups and audits, analysing and reporting information).
- Assist with updating policies and guidance.

QUALIFICATION, TRAINING, EXPERIENCE, KNOWLEDGE, AND SKILLS

Essential

- Educated to degree level in a relevant legal/information governance related discipline or have significant experience in a similar role.
- Successful candidates must either hold a BCS Practitioner Certificate in Data Protection or a similar qualification.
- Proven ability to develop strong and effective working relationships with internal and external stakeholders.
- Excellent verbal and written communication skills.
- Good ICT skills (e.g. proficient use of Word, Excel, Outlook etc.)
- Self-motivated with the ability to complete tasks with minimum supervision.
- Ability to effectively manage conflicting demands and prioritise these.
- Ability to deal with confidential and/or sensitive issues and information.

Desirable

- It would be desirable but not essential for the successful candidate to be able to demonstrate a knowledge of the children's hearings system.
- Knowledge and understanding of SCRA's responsibilities under the Data Protection Act 2018 (and associated legislation).
- Experience of identifying and minimising data protection risks.

COMMUNICATIONS

Internal: Localities and Head Office staff, EMT.

External: Members of the public who make subject access requests and/or complaints and the Information Commissioner's Office.

PRINCIPAL CHALLENGE

To provide guidance to Localities to ensure compliance with UK Data Protection laws and to provide support to the Information Governance Manager/DPO.