

Data Protection Officer

Job Description

Purpose	Responsible for ensuring that ICNARC data processing activities are compliant with the General Data Protection Regulation (GDPR).
Responsible to	Head of Operations
Direct reports	None
Internal relationships	The Data Protection Officer will work within the Audit, Research and Stats team; and will liaise with other members of the wider ICNARC team.
External relationships	To represent ICNARC when dealing with the Information Commissioner's Office (the ICO) and other relevant individual, bodies or groups; and to represent ICNARC at meetings and conferences when required.
Location/Environment	This role is based in 24 Napier House, High Holborn, London.

Principal duties and responsibilities

- Operational leadership of activities related to Data Protection
- Creating and regularly reviewing data-related policies and standards to ensure effective implementation of Information Governance practices across ICNARC
- Identifying, reviewing and evaluating existing data management procedures and implementing new procedures within ICNARC to embed adherence to GDPR standards
- Providing advice and instructions, to ICNARC team members, on how to conduct Data Protection Impact Assessments (DPIAs) and embedding best practice across ICNARC teams
- Providing day to day privacy advice and acting as a single point of contact for privacy issues
- Managing any data privacy breaches, working to identify root causes, mitigate risks and prevent reoccurrence
- Ensuring that ICNARC address all queries from data subjects within legal timeframes
- Building and managing relationships with internal and external stakeholders, including data regulators and auditors

- Delivering GDPR and any other relevant data protection training to ICNARC staff to increase awareness of data protection measures
- Liaising with other organisations that process data on ICNARC’s behalf
- Managing ICNARC’s DPO inbox, responding to, and managing, data subject rights requests.

General duties and responsibilities as an employee

- To work as part of a team and contribute to the overall aims and objectives of the organisation
- To be an advocate for the organisation
- Attend staff meetings and training as required
- All staff are required to operate in accordance with ICNARC’s values, policies and procedures, including but not limited to, Health and Safety, and Data Protection

The above list of duties and responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested and as appropriate to your role level.

CHANGES:

This is a description of the job as it is presently constituted. It is the practice of the ICNARC to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

Signed by Date

Job holder

Signed by Date

Line Manager

Person specification

Essential requirements

- In depth knowledge of the GDPR and UK data protection laws
- Demonstrated experience in a similar role

- Knowledge of data processing operations
- Familiarity with computer security systems
- Ability to handle confidential information
- Ethical, with the ability to remain impartial and report all non-compliances
- Strong technical skills and ability to find solutions and assess risk
- Organisational skills and the ability to deal with large amounts of information
- Appreciative of the opportunity to work autonomously, but able to work within a team and build strong, lasting relationships internally and externally

Desirable requirements

- Experience of the health sector, and the nature of its data processing activities.
- Knowledge of the National Data Guardian's (NDG) data security standards
- CIPP/E/M Certificate or equivalent recognised professional standard