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| Data Protection Officer**Job Description and Personal Specification** |
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| **Job title:** | Data Protection Officer |
| **Place of work:** | Hybrid  |
| **Hours of work:** | Full time, 37 hours per week |
| **Salary/Grade:** | MPA - Advisor |
| **Reports to:** | Reports to the Director of Business Services |
| **Level of screening:** | Standard |
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| Who we are |



Catch22 is a social business which design and delivers services that build resilience and aspiration in people and communities. We believe that people can thrive when they have a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

All Catch22 services deliver at least one (and often all three) of these outcomes.

 If you share our values and commitment to transforming people’s lives, get in touch!

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| Where you fit in |
| The Data Protection Officer (DPO) will advise on compliance with the relevant legislative requirements in the UK and Ireland including, but not limited to those of the UK GDPR, the Data Protection Act 2018, the Privacy and Electronic Communications Regulations, the Digital Economy Act, and the ePrivacy Regulations.The DPO also oversees the data privacy and data protection procedures andguidance notes, to ensure adherence to these policies by working collaboratively with all of Catch22’s business units, ensuring that the organisation processes Personal Identifiable Information (PII) in compliance with its obligations.This is a hybrid role where typically 1 day a week in the Brasted or London office is requested. You will be utilising systems and communication with colleagues at all levels to monitor, track and report on risk, incidents and compliance together with responding to queries on policies and procedures. |
| Main Duties & Accountabilities |

* Advise on compliance with relevant National and European Data Protection Legislation, Information Commissioner’s Office (ICO) (and any other applicable Data Protection Authority) guidance, codes and best practice.
* Support all projects of work from inception to ensure that data protection is addressed and embedded by default and in design of all information processes and systems.
* Gather, maintain, and own a record of all ROPAs, DPIAs, Data Retention Schedules, Data Incidents, and Subject Requests and ISAs across the organisation ensuring all are updated regularly as required.
* Conduct regular audits and reviews across the organisation to ensure compliance with Data Protection Regulations is maintained.
* Ensure responses within the required timeframe to all Data Subject Requests are completed.
* Investigate and manage Data Protection Incidents and Breaches ensuring corrective actions are implemented, root cause analysis is completed, identified improvement opportunities are implemented, and reporting of incidents to interested parties including the ICO is completed.
* Advise on and identify data protection risks relating to all projects proposed or undertaken by the business, including but not confined to risks around supplier relationships, transfer of data to third parties and the completion of Data Protection Impact Assessments (DPIAs).
* Act as the Data Protection SME including involvement in relevant meetings including but not limited to Business Development Activities, Commissioner Engagement, Board Meetings, and assistance to internal stakeholders.
* Oversee the management and maintenance of all Data Protection-related policies, guidelines and materials.
* Manage, participate in and sign off data protection projects and support the wider data protection assessment stages across the business.
* Liaise with the IT and Information Security teams providing Data Protection advice and input.

 Undertake audits of current data governance arrangements (strategy, framework, privacy notices and policies, processes, systems, and contracts).

* Provide guidance to the Catch22 group on issues arising as part of any Freedom of Information query/request either indirect (i.e. via the commissioning authority) or directly where appropriate.
* Ensure Catch22 are registered with the ICO with yourself being registered as the Data Protection Officer.
* Act as the Caldicott Guardian.
* Ensure the completion and submission of the Data Security & Protection Toolkit where required.
* Review and manage the operational procedures to be completed by the Data Protection Administrator.
* Manage the Data Protection Administrator assisting with escalated issues or tickets where required.
* Assist with the implementation, compliance, and management of a Data Privacy Framework.

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| Organisational Relationships |

The Data Protection Officer (DPO) reports to the Director of Business Services, but is primarily accountable to the Trustee Board for matters of data management and protection as required by the GDPR and UKGDPR.



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| Job Title: Person Specification |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | * Experience in a Data Protection role or significant exposure to Data Protection Processes
* Qualification in, or evidenced experience of dealing with Freedom of Information requests
 | * Relevant Data Protection Qualification (ISEB / PDP / CIPPE / CIPM)
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| **KNOWLEDGE** | * In depth understanding of General Data Protection Regulation, Data Protection Act 201818, Freedom of Information, and ePrivacy Regulations
* Good knowledge of the regulatory frameworks that apply to service delivery in social care, justice, employability, education, apprenticeships, social enterprise and trading.
* Good knowledge of office and administrative systems.
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| **EXPERIENCE** | * Experience of applying data protection principles and ensuring compliance with Data Protection regulations.
* Experience of drafting data sharing agreements, privacy notices, ROPAs, DPIAs
* Experience working with Microsoft Office - Word and Excel.
* Experience in responding to and managing Subject Access Requests
 | * Experience of applying data management and protection principles in social care, justice, employability, education, apprenticeships, social enterprise and trading delivery.
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| **SKILLS & ABILITIES** | * Awareness of data protection requirements in the workplace
* Strong communication and stakeholder management skills
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| **OTHER** | * Share Catch22 values
* Awareness of and commitment to Equality & Diversity
* Willing to travel and work flexibly
* Desire to develop and undertake training as required
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