

Data Protection Officer Job Description & Person Specification

Purpose

The DPO is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. They oversee the Trust's data protection processes and advise the school on best practice.

Key responsibilities

- Advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR)
- Develop an in-depth understanding of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures
- Monitor the school's compliance with data protection law, by:
 - > Collecting information to identify data processing activities
 - > Analysing and checking the compliance of data processing activities
 - > Informing, advising and issuing recommendations to the school
 - > Ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate
 - > Ensure the school's policies are followed, through:
 - > Assigning responsibilities to individuals
 - > Awareness-raising activities
 - > Co-ordinating staff training
 - > Conducting internal data protection audits
- Advise on and assist the school with carrying out data protection impact assessments, if necessary
- Act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
 - > Helping the ICO to access documents and information
 - > Seeking advice on data protection issues
 - > Act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - > Responding to subject access requests
- Responding to other requests regarding individuals' rights over their data and how it is used
- Take a risk-based approach to data protection, including:
 - > Prioritising the higher-risk areas of data protection and focusing mostly on these
 - > Advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve
 - > Report to the *[governing board/board of trustees]* on the school's data protection compliance and associated risks
 - > Respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role
 - > Undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role
- Maintain a record of the Trust's data processing activities
- Work with external stakeholders, such as suppliers or members of the community, on data protection issues
- Take responsibility for fostering a culture of data protection throughout the Trust
- Work closely with other departments and services to ensure GDPR compliance, such as HR, legal, IT and security

Person specification

Criteria	Desirable qualities
Qualifications	Background in information security, data protection or IT desired Educated to degree level, or equivalent professional experience Relevant data protection qualification desired <i>[You will need to use your own judgement to determine the qualifications your DPO needs to have, depending on your data protection needs]</i>
Experience	Professional experience of data protection law Experience of managing data protection compliance, particularly responding to subject access requests <i>[You will need to use your own judgement to determine the experience your DPO needs to have, depending on your data protection needs]</i>
Skills and knowledge	Knowledge of data protection law (the GDPR and Data Protection Act 1998) Knowledge of information security and data processing principles and good practice An understanding, and prior use of the following systems: <i>[Insert any data systems your school uses e.g. MIS, computer operating systems, data security systems]</i> Excellent communication skills Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school or other organisations Ability to explain complex data protection and information security information to a non-specialist audience
Personal qualities	Detail-oriented Ability to work under pressure Ability to prioritise tasks effectively Ability to work independently and autonomously with minimal supervision Commitment to maintaining confidentiality at all times