

## Job Description

<b>Role Title</b>	<b>Data Protection Officer</b>
<b>Job Family &amp; Category</b>	<b>Technical Specialist</b>
<b>Team</b>	IT & Compliance
<b>Line Manager</b>	Compliance Manager
<b>New/ Existing Role</b>	Existing
<b>Perm/ Fixed Term</b>	Permanent
<b>Job Purpose</b>	Carry out the statutory duties of a Data Protection Officer by informing and advising employees of their obligations around data protection laws, monitoring compliance with these obligations, and delivering awareness-raising and training for staff.
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>People Responsibilities</b></li> </ul>
<b>Key responsibilities</b>	<p><b>Data Protection</b></p> <ul style="list-style-type: none"> <li>▪ Provide advice and guidance relating to relevant data protection laws on matters such as data sharing provisions, privacy notices, impact assessments, and individuals' rights</li> <li>▪ Own and maintain data protection policies, procedures, and other relevant documentation to ensure they reflect business needs and current legislation</li> <li>▪ Oversee training and awareness-raising activities for all staff</li> <li>▪ Oversee the monitoring of data protection compliance through internal audit, and support the business with relevant external audits</li> <li>▪ Work collaboratively with the wider information governance group; advising on matters such as personal data breaches</li> <li>▪ Act as the main point of contact for any matters involving the Information Commissioner's Officer (ICO), and for any data subjects wishing to exercise their rights</li> <li>▪ Keep up with current changes in legislation to ensure all areas of the business continue to comply with their obligations</li> </ul> <p><b>Information Security</b></p>

	<ul style="list-style-type: none"> <li>▪ Support with maintaining our information security framework and ISO 27001 certification where relevant</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>▪ Manage a small team, ensuring they continue to develop and be successful in their role at Energy Saving Trust</li> </ul>
<p><b>Knowledge, skills and qualifications required</b></p>	<p><b>Essential</b></p> <p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>▪ Expert knowledge of relevant data protection laws (namely UK GDPR, DPA 2018, PECR, FOI, FOISA)</li> <li>▪ Experience in a similar role</li> </ul> <p><b>Skills and qualities</b></p> <ul style="list-style-type: none"> <li>▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive and equitable organisation.</li> <li>▪ Ability to work impartially, and in a way that is ethical whilst handling confidential information</li> <li>▪ Ability to work independently, and lead a small team</li> <li>▪ Working knowledge of security platforms such as Microsoft Purview</li> <li>▪ Strong communications skills with the ability to present confidently to stakeholders up to the highest level of seniority</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Previous line management experience</li> <li>▪ Working knowledge of relevant ISO standards (27001, 27002, and 27701)</li> <li>▪ Freedom of Information Rights</li> <li>▪ Internal Audit</li> </ul>