



Senior Information Governance Officer

Grade I

Group: Corporate Services and Governance

Service: Legal & Democratic Services

Location: Civic Centre

Line Manager: Data Protection Officer

Job Purpose

To act as Senior Information Governance Officer to support the Council's Data Protection Officer in providing data protection and information governance advice and support to Services across the Council. The role will also involve acting as designated Data Protection Officer for our schools, to ensure that they are meeting their obligations under the Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR).

The key roles of this post will include:

- To advise Services across the Council on all aspects of data protection and information governance.
- To help implement data protection legislation, including the principles of data processing, data subjects' rights, help review and maintain information asset registers and records of processing activities.
- To help review and develop data protection policies and procedures.
- To assist the Data Protection Officer with any ICO breach notifications or other ICO investigations or audits. To help maintain the data breach records.
- To process enquiries and complaints about use of personal information by data subjects and to ensure effective management of data subject rights.
- To provide due diligence on data protection matters during procurement exercises.
- To assist the Information Rights Officer with FOI / EIR matters
- To help provide data protection training to colleagues across the Council



- To inform and advise schools of their obligations relating to data protection and GDPR compliance.
- To be responsible for advising schools about information governance policies and procedures which they will need and provide advice about records management and records retention.
- To identify, respond and monitor data protection queries from schools ensuring they are dealt with in a manner consistent with data protection legislation, regulations and codes of practice.
- Be the point of contact for schools with the Information Commissioner's Office (ICO) regarding data protection complaints and breaches. Report school data breaches to the ICO where appropriate.
- To be the point of contact for queries from Data Subjects about any of their rights under the GDPR.
- Such other responsibilities as are commensurate with the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Expertise in Data Protection law with an in depth knowledge of the requirements of the GDPR and Data Protection Act 2018
- Appropriate legal, ISEB, GDPR or equivalent data protection qualifications.

Experience

- Expertise of working in an information governance compliance environment.
- Experience of working with stakeholders to develop, policies procedures and standards
- Experience of delivering data protection compliance training

Desirable:

Experience

- Proven experience of interpreting complex legislation and standards and translating them into policies and procedures
- Understanding of information governance issues which may occur in a council / school environment



Competencies

Customer Focus	Puts the customer first and provides excellent service to both internal and external customers
Communication	Uses appropriate methods to express information in a clear and concise way to make sure people understand
Team Working	Works with others to achieve results and develop good working relationships
Making things happen	Takes responsibility for personal organisation and achieving results
Flexibility	Adapts to change and works effectively in a variety of situations
Learning and Development	Actively improves by developing and applying new skills and knowledge and learns from past experiences