

Job Profile: Data Protection Officer

Context:

CAP is a growing and influential charity, operating a number of services that require rules and regulations to be followed. We hold a great deal of data relating to our clients, supporters and staff that must be protected. The Policy and Compliance team contains quality assurance officers, trainers, researchers, project and compliance managers, and data protection officers.

Purpose:

Working with the Compliance Manager, this person will help ensure CAP's senior management are aware of the latest data protection requirements and will work with others to ensure we are complying with these. They'll supply expertise to the Charity on all aspects of data protection legislation and best practice. Their immediate priority will be to assess the impact of EU-based legislation that takes effect from May 2018.

Passion:

Is passionate about protecting the data we hold in relation to clients, supporters and staff, and in CAP being an example of best practice in this area.

Personality:

Enjoys research and learning and then sharing this with others. Intelligent, decisive, and a good communicator who loves finding solutions to difficult situations. Likes looking at issues in detail but able to balance this with a big picture pragmatic approach. Enjoys making their work fun.

Role:

Accountabilities:

- To research the requirements and operational impact of the General Data Protection Regulation and the ePrivacy Regulation, and project manage the Charity's response
- To help ensure the organisation understands and meets all best practice requirements in respect of data protection
- To stay up to date with data protection developments, ICO decisions, best practice and new legislation and disseminate the information to relevant personnel
- Help formulate policies and procedures around data protection compliance
- Develop knowledge through research, study and outside training
- Provide internal audits of the Charity's data protection compliance and work with others to address any areas requiring development
- To act as the Charity's nominated Data Protection Officer, being the single point of contact for the ICO and managing any requests made by others under data protection legislation (e.g. subject access requests, s.29 requests).

Measurable Outputs:

- To have analysed and identified all changes required by the General Data Protection Regulation and the ePrivacy Regulation by the end of September 2017
- Successful completion of a project of work to ensure the Charity's compliance with the above legislation by May 2018

- To respond to internal data protection queries within agreed timescales
- To respond to external data protection requests within statutory deadlines
- Completion of data protection audits within agreed timescales
- Data protection policies and procedures updated when required (and reviewed at least annually)

Other responsibilities include:

- Being willing to pray with staff
- To encourage friends, family and other contacts to support the charity through the Life Changer program, and other fundraising initiatives

Culture:

- Clearly live out and embrace the cultural values of CAP
- Clearly demonstrate a heart and passion for the charity

The above job profile is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Person:

Education:

- Degree level education

Experience:

Essential

- Experience of project management
- Experience of reviewing policies and procedures
- Experience of working independently
- Experience of data protection regulation and requirements
- Experience of researching legislation and regulation

Desirable

- Experience of responding to subject access requests
- Experience of responding to s.29 requests
- Experience of creating and delivering training
- Experience of working in a financial services environment
- Experience of communicating with the ICO

Skills/Abilities:

- Ability to drive projects and deliver results
- Excellent communication at all levels
- Personable, friendly and approachable
- Ability to work using own initiative
- A strong desire to learn
- Ability to research and find information
- Ability to work well under pressure
- Ability to remain calm and professional when communicating in challenging situations
- Ability to implement legislation and best practice in line with CAP's culture



- Able to hold a good balance between detail and the 'big picture'
- The ability to be decisive, proactive and use initiative
- Ability to self manage and self motivate
- Confident computer user including Word, Excel and the internet

Christian Commitment

- The candidate must be able to give both verbal assent to and practical demonstration of Christians Against Poverty's Statement of Faith and Core Values
- Must be able to actively participate in prayer and worship, whether individual, small group or corporately, as an expression of own personal faith and in line with CAP's Statement of Faith.

Prepared by: Stephen Bonfield, Compliance Manager – updated October 2017