



Job description			
Job title	Data Protection Compliance Officer		
Grade	M / SCP 34 - SCP 35		
Directorate	Resources		
Service/team	Legal Services		
Accountable to	Information Governance and Insurance Manager Deputy Data Protection Officer Principal Solicitor (Commercial and Property) Head of Legal Services, Information Governance and Insurance Assistant Executive Director (Legal and Governance)		
Responsible for	N/A		
JE Reference		Date Reviewed	14 November 2025

Purpose of the Job

Data Protection

To work with the Council's Information Governance and Insurance Manager as the Council's Statutory Data Protection Officer and Deputy Data Protection Officer in ensuring that the Council meets a high level of compliance with data protection law and in embedding a culture of data protection and information security within the Council

To advise on all data protection issues within the Council including the assessment and mitigation of risk, giving advice and guidance to staff and external partners and providers where appropriate.

To work with the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer to ensure all schools in the Knowsley area meet a high level of compliance with data protection law and embed a culture of data protection and information security within each school.

This role will involve acting on occasion as the nominated statutory Data Protection Officer for schools that have bought into the Service Level Agreement (SLA) and ensuring those schools comply with the requirements of the UK General Data Protection regulation (UK GDPR).



Requests for Information

To work with the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in developing strategies and systems and giving advice to staff and external partners and providers where appropriate in respect of requests for information under the Freedom of Information Act 2000 (the Act) and the Environmental Information Regulations 2004 (the Regulations) particularly in respect of the lawful use of exemptions under the Act and exceptions under the Regulations

To assist the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in dealing with complaints and/or requests from the Information Commissioner's Office relating to respect of requests for information under the Act or the Regulations

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Data Protection

1. To have knowledge of the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and any other relevant data protection legislation to support policy implementation.
2. To advise officers of the Council and school employees on issues relating to the UK GDPR, the Data Protection Act 2018, and other relevant legislation.
3. To devise and deliver bespoke training sessions in respect of the requirements of the UK GDPR within the Council and schools as appropriate.
4. To work with the Information Governance and Insurance Manager and the Deputy Data Protection Officer to promote best practice through the Council's Information Governance Group and to support the delivery of work streams arising from that group.
5. To promote best practice on Information Sharing and Data Processing and to provide advice and assistance in respect of both.
6. To maintain expert knowledge of data protection legislation and case law.
7. To ensure good working relations and communications with services, officers, members, schools and other external organisations with regard to data protection and information security.
8. To work with the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in reviewing annually the Council's data protection policies and where appropriate providing advice to staff and



external partners and providers as to the impact and implementation of any changes in those policies.

9. To work with the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in dealing with Subject Access Requests under the UK GDPR.
10. To review annually the Council's Record of Processing Activities (ROPA) and Privacy Notices and liaise with service leads to update such record and/or notices.
11. In consultation with the Council's Senior Information Risk Owner to prepare an agenda for meetings of the Council's Corporate Information Governance Group and to be responsible for preparing an action log of agreed actions following such meetings.
12. To work with the Council's Information Governance and Insurance Manager in reviewing annually the Council's data protection e-learning module and implementing any changes that are considered necessary.
13. To deliver the Council's Information Governance Service Level Agreement (SLA) to all schools that have bought in to it.

Schools Service Level Agreement

14. When instructed by the Council's Information Governance and Insurance Manager or Deputy Data Protection Officer to act as the Data Protection Officer for all schools that have subscribed to the Council's School Data Protection SLA, completing all of the tasks imposed on the Data Protection Officer by Article 39 of the UK General Data Protection Regulation. This includes (but is not limited to) guiding and monitoring school UK GDPR compliance, providing expert advice on all aspects of data protection and where necessary, liaising with the Information Commissioner's Office.
15. To act as a source of expert advice and guidance for schools with regards to the UK GDPR, the Data Protection Act 2018, Privacy and Electronic Communications Regulations and the Freedom of Information Act as appropriate.
16. To oversee and advise on ad-hoc data protection work for schools. This includes (but is not limited to) data security incident investigations, Data Protection Impact Assessments, Information Sharing Agreements and contract clauses.
17. To create clear and detailed UK GDPR action plans to guide all subscribing schools towards UK GDPR compliance. Provide expert advice on information rights requests. Including what qualifies as a valid request and providing specific advice regarding redaction and exemption application.
18. To undertake detailed, annual UK GDPR compliance audits with all subscribing schools, providing recommendations and guidance on necessary compliance measures.



19. To devise and deliver bespoke training sessions for schools, based on their needs and relevant issues. This would include themes such as handling data breaches, handling information rights requests, Data Protection Impact Assessments and Privacy Notices.
20. To build professional and personable relationships with all local schools, ensuring that school staff are familiar and comfortable approaching the Data Protection Compliance Officer for advice or guidance.

Requests for Information

21. To work with the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in developing strategies and systems and giving advice to staff and external partners and providers where appropriate in respect of requests for information under the Freedom of Information Act 2000 (the Act) and the Environmental Information Regulations 2004 (the Regulations) particularly in respect of the lawful use of exemptions under the Act and exceptions under the Regulations.
22. To assist the Council's Information Governance and Insurance Manager and Deputy Data Protection Officer in dealing with complaints and/or requests from the Information Commissioner's Office relating to respect of requests for information under the Act or the Regulations.
23. To support the development and delivery of requests for information training as appropriate.

General

24. To follow the Council's policies on equality and diversity in employment and service delivery.
25. To carry out such other tasks and duties commensurate with the grade, as may be required by the post holder's line manager(s).

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and UK GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.