



Job Description

Job title	Data & Information Governance Officer (Deputy Data Protection Officer)	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Legal & Democratic	Salary	SK14 (£41,607 per annum) with potential for market supplement
Location	Hybrid - a mix of home and office-based working	Contract	Permanent

Main Job Purpose

To carry out the actions required by the responsible officer acting as the Data Protection Officer appointed in accordance with the Data Protection Act 2018, to oversee compliance with data protection legislation and to supervise and administer the Council's and its related companies' responsibilities relating to freedom of information and environmental information legislation.

The post holder will liaise and work with all Officers and Members of the Council to provide advice and guidance to ensure the provisions of relevant data protection, freedom of information and environmental information legislation are implemented and to ensure compliance with the relevant legislation.

This role is not politically restricted

Main Statement of Responsibilities

- Establishing, implementing and supporting maintenance of the Council's Data Protection Policy, Data Retention Policy, Freedom of Information policy and all related procedures to ensure all are relevant, up to date and compliant with relevant legislation.
- Co-ordinating the development and maintenance of an Information Asset Register and to ensure that information asset "owners" are aware of and act on their responsibilities as custodians of defined information assets.
- Optimisation of policies, systems and processes to meet data protection and freedom of information legislation and to introduce measures which will reduce the likelihood or impact of any potential sanctions as a result of action taken by the Information Commissioner.
- Organisation of appropriate staff training and briefings on data protection and information management matters, working with HR on development objectives to include in staff development plans and members services to provide sessions for member development.
- To coordinate the responses to data owner requests and information requests.
- Ensuring and monitoring compliance of all Officers and Members of the Council and data processors or controllers acting on behalf of the Council with relevant data protection and freedom of information legislation and policies by providing advice and guidance on all related matters.
- Providing advice on the carrying out of data protection impact assessments and monitoring compliance with the legislative provisions relating to impact assessments.
- Provide advice, information and guidance to Council employees, Councillors and committees and any other relevant groups in respect of data protection matters, knowledge and records management, including presenting reports and attending meetings as required.
- Assist the Data Protection Officer as the contact point for the Information Commissioner on issues relating to processing personal data.



- Log, monitor, co-ordinate, provide advice and respond to requests for information under the relevant access to information legislation within the statutory timescales, including providing advice and training where necessary.
- Keep up to date with relevant legislation changes and updated ICO guidance, codes of practice, applicable case law and best practice.
- Maintain an awareness of proposed changes to current legislation, introduction of new legislation, codes of practice and guidance.
- Manage the introduction, maintenance and extension of information sharing protocols and agreements between the council, its partners and external agencies and contractors to ensure all data sharing complies with the requirements of the DPA18 and other legislation and the relevant codes of practice. Including maintaining a register of and have responsibility for monitoring all processing to identify risks and opportunities.
- Work with the IT manager to manage the council's electronic document and records management systems, policies and procedures including the introduction, implementation and ongoing use of a system, and the maintenance of the corporate file plan.
- Develop and maintain the standards and produce the policies required to ensure the security of the councils' data both physical and electronic.
- Lead on the development implementation and monitoring of policies procedures and guidance in relation to information governance.
- Lead on the development and implementation of a corporate records management strategy aligned with legislative requirements.
- Be responsible for maintaining all evidence required by the ICO in relation to GDPR, including maintaining the information asset register, undertaking DPIAs developing data sharing and data processing agreements and ensuring appropriate privacy notices are produced.
- To ensure that the council's data protection registrations are up to date.
- Ensure the council's publication scheme is reviewed and updated.
- Provide advice and good practice guidance on multi-agency information sharing and security issues.
- Investigate suspected and actual data breaches and implement remedial action with the support of the Head of Service and the councils DPO and SIRO, report notifiable breaches to the ICO within the statutory time frame.
- Develop and deliver any relevant training to officers and members including that which is required under Data Protection legislation.
- Ensuring and monitoring compliance of all Officers and Members of the Council and data processors or controllers acting on behalf of the Council with relevant data protection and freedom of information legislation and policies by providing advice and guidance on all related matters.
- Providing advice on the carrying out of data protection impact assessments and monitoring compliance with the legislative provisions relating to impact assessments.
- Undertake such other duties as may be appropriate to achieve the objectives of the service.
- Deputise for the Data Protection Officer as required

Core values

Our vision is to "be the best district in which to live, work, and visit." To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:



Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Ability to communicate complex information coherently to stakeholders at all levels



- Experience of applying data protection and privacy legislation and information management policies in a Local Authority environment
- Ability to understand technical concepts and terminology sufficiently and be able to converse confidently with technical professionals
- Appropriate level of knowledge of current data protection legislation including an in depth understanding of the GDPR
- Appropriate level of knowledge of current FOI Legislation
- Accomplished analytical, problem solving and change management skills
- Ability to deal with confidential information with a high level of discretion
- Integrity and a high standard of professional ethics
- A good knowledge of working with MS Office tools
- Experience of implementing policies and procedures.

Desirable

- Experience of performing as a DPO or a demonstrable sound understanding of current data protection legislation and its implementation and application to all services of the Council.
- Experience or understanding of working in a local government environment.

Relevant Qualifications

Essential

- GDPR Practitioner Qualification

Desirable

- Educated to HNC level or equivalent

Communication and Interpersonal Skills

Essential

- Accountable and willing to take responsibility for own actions
- A flexible approach in terms of place and cross-organisation working
- Able to work fairly and ensure policies are applied consistently
- A collaborative approach to working with colleagues, external organisations and partners
- Contribute ideas and learning to support the Council as a learning organisation