

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: University Data Protection Officer

Accountable to: University Secretary & Registrar

Contract Length: Permanent

Hours per week: 35

Salary: £45,603.00 - £54,943.00

Grade: 6

College/Service: ADS

Location: High Holborn

Purpose of Role:

To act as the University's Data Protection Officer under the General Data Protection Regulation ("GDPR").

To be the primary point of contact for all matters relating to the GDPR, both internally within the University (providing guidance, advice and training to staff, and reporting to senior colleagues including the Vice Chancellor) and externally (point of contact for the Information Commissioner's Office, data controllers/processors and data subjects themselves).

The post holder will collate information on the processing, storage and governance of personal data at the University, and identify possible gaps in compliance with the GDPR. They will work with University colleagues to ensure compliance with the GDPR.

Duties and Responsibilities

- To inform and advise the University and its staff of obligations under the General Data Protection Regulation ('GDPR') and related privacy laws including the Privacy & Electronic Communication Regulations.
- To monitor and advise the University on compliance with the General Data Protection Regulation and related privacy laws. This task will involve:
 - Collecting information across the University to identify and maintain a record of processing activities
 - Analysing compliance of the University's processing activities
 - Identifying gaps in compliance with the GDPR
 - Providing independent advice and recommendations to the University on compliance with the GDPR
 - Taking responsibility for the University's Data Protection policies, assigning responsibilities under those policies and managing compliance checks under those policies
 - Ensuring that the University's approach to Data Protection is supported by wider information governance strategy and activity within the University.
- Oversee and influence the University's information governance structure to ensure it is appropriate to achieve the University's GDPR objectives.
- Design and deliver data protection training and guidance to staff to increase University wide awareness of the GDPR and staff capability to comply with the Regulation.
- Monitor changes in data protection law and regulations and recommend relevant updates to policies, processes and procedures, including drafting appropriate amendments where requested.
- To provide advice where requested in relation to data protection impact assessments. This responsibility will include:
 - Advising on whether a DPIA is required
 - Advising on the methodology of a DPIA
 - Advising on risks associated with a processing activity and recommending measures to mitigate identified risks
 - Advising on whether DPIA has been conducted in compliance with the GDPR and
 - Advising on whether the processing activity in question is compliant with the GDPR

ual:

- To work as part of the Governance team in providing advice and guidance to colleagues in respect of information governance matters generally, including data protection and freedom of information.
- To act as the University's primary point of contact in relation to data protection matters. This responsibility includes acting as the primary data protection contact for the Information Commissioner Office, students, staff and general public.
- To provide independent reporting to management, the University Court of Governors and University Executive Board on data protection matters, including reporting of data protection risks and recommendations for improving compliance with the GDPR
- To have oversight of Freedom of Information and Subject Access Requests.

General Duties and Responsibilities

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships:

- University Secretary and Registrar
- Deputy University Secretary
- Records Manager
- Senior College Managers
- Information Commissioner's Office

Specific Management Responsibilities

Budgets: none

Staff: Data Protection Administrator

Other (e.g. accommodation; equipment): none

Signed _____ Date of last review _____
(Recruiting Manager)

Job Title: University Data Protection Officer

Grade: 6

Person Specification	
Specialist Knowledge / Qualifications	<ul style="list-style-type: none"> Educated to degree level or equivalent, evidenced by excellent analytical, research and IT skills combined with a close attention to detail; (E) Good understanding of current UK data protection requirements and awareness of the changes to be implemented by the new General Data Protection Regulation (or UK equivalent); (D) Data Protection qualification or ability to demonstrate equivalent qualification or experience; (D)
Relevant Experience	<ul style="list-style-type: none"> Experience of data protection compliance operating at a senior level within a large and complex organisation; (D) Experience of planning and implementing strategy; (D) Experience in the legal profession advising on data protection issues; (D) Experience of conducting data protection compliance reviews and audits; (D) Experience of working in the Higher Education sector; (D)
Skills	<ul style="list-style-type: none"> Ability to communicate effectively and persuasively to engage staff at levels including at highest management level; (E) Ability to work and advise independently and proactively, and to provide unfettered advice with the utmost integrity (E)
Leadership and Management	<ul style="list-style-type: none"> Motivates and leads effectively, setting clear objectives to manage performance Ability to maintain independence and integrity when facing challenges to advice.
Planning and Managing Resources	<ul style="list-style-type: none"> Plans, prioritises and manages resources effectively to achieve long term objectives
Teamwork	<ul style="list-style-type: none"> Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration
Student Experience or Customer Service	<ul style="list-style-type: none"> Contributes to improving or adapting provision to enhance the student experience or customer service
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> Able to suggest practical solutions to new or unique problems

Key:
E – essential; D - desirable

Last updated: October 2018