



# St Cuthbert & The First Martyrs' Catholic Primary School

## Data Protection Officer Job Description

### Overview of role

As a Public Authority St Cuthbert & the First Martyrs' Catholic Primary School is required to appoint a Data Protection Officer (DPO). The role of the DPO will involve working with St Cuthbert & the First Martyrs' Catholic Primary School to oversee their compliance with the General Data Protection Regulation (GDPR) as it comes into force on 25 May 2018. Also, the DPO will be tasked with maintaining up to date compliance. The key responsibilities and duties of the DPO are listed in the following section.

### The responsibilities and duties of the Data Protection Officer

Whilst the DPO is not personally responsible for non-compliance with GDPR, they will be tasked to assist and ensure that St Cuthbert & the First Martyrs' Catholic Primary School is GDPR compliant and able to demonstrate this. The DPO will have a key role in fostering a data protection culture within St Cuthbert & the First Martyrs' Catholic Primary School and his responsibilities will therefore include the following:

- Informing the School (as data controller) of the obligation in respect of data protection under the GDPR and other relevant legislation.
- Documenting all data processing activities carried out by School including any data breaches that occur and remedial actions taken.
- Reviewing policies and practices within the School in relation to the protection of personal data. This will include assignment of responsibilities, awareness raising and training of staff involved in processing operations and any related audits.
- Reviewing any contracts/arrangements with third parties processing personal data for School to ensure compliance with obligations under the GDPR and other relevant legislation.
- Aiding School with implementing new processes or measures to comply with the GDPR, to include providing advice on and undertaking Data Protection Impact Assessments where appropriate.
- Providing advice to School on matters regarding compliance with GDPR where appropriate or requested.
- Keeping knowledge of law and practice in respect of data protection and information law up to date including identifying and attending appropriate training as agreed by management.
- Introducing processes to keep up to date with the all relevant legislation ensuring compliance with the law at all times.
- Responding to data subjects in a timely manner and answering questions they may have on their personal data.
- Assisting/overseeing any response to requests from data subjects relating to their rights in respect of their personal data in a timely manner and within the timeframes specified by law, including but not limited to Subject Access Requests.
- Monitoring performances by undertaking internal audits and where necessary data impact assessments and using the audits/assessments to feedback to School recommending improvements.
- Acting as the direct contact with the Information Commissioner's Office (ICO) as necessary, including but not limited to any direct enquiries from the ICO or reporting any reportable breaches.
- Reporting directly to the Governing Body.
- Cooperating with the Governing Body to achieve compliance (this includes prior consultation before introducing certain measures if appropriate).
- Having due regard of the risk associated with processing personal data and take into account the nature, scope, context and purposes of processing.

## **Required experience**

- Professional experience and knowledge of UK and European data protection law is preferable.
- Practiced in working with personal data and sensitive information.
- Awareness of the new laws and how they impact on processing personal data.
- Will have an understanding of and respect the importance of data security and confidentiality.
- Knowledge and understanding of Management Information Systems and other IT systems in schools
- Knowledge and understanding of the legal requirements and practices of schools when sharing data with external organisations including local authorities and the Department for Education.

## **Personal skills**

- Understand data storage systems
- Have an ability to advise a range of individuals including board members, employees and senior employees, parents/carers and children in a confident and coherent manner.
- An effective communicator.
- Ability to use own initiative to update and improve processing and storing personal data effectively.
- Integrity and high professional ethics

## **What you can expect from us**

- You will be provided with active support to enable you to fulfil your role
- Where appropriate you can expect to be provided with adequate financial resources, infrastructure and staff.
- Support for additional training