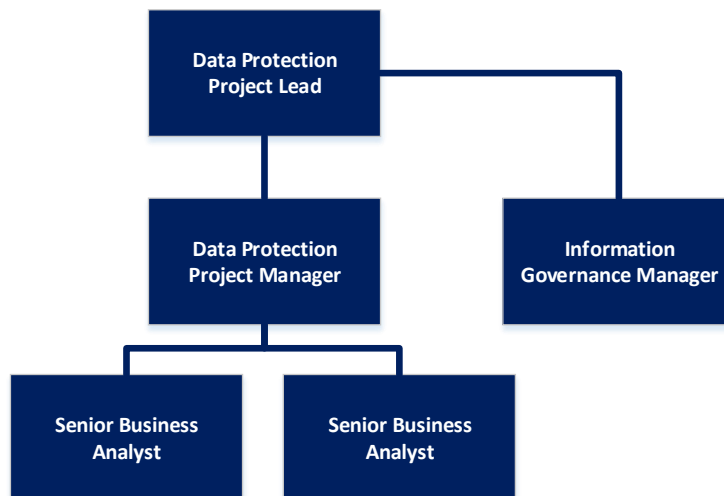


## Information Governance Manager, Taking Care of Personal Data

<b>DIRECTORATE:</b>	Corporate Services
<b>SECTION:</b>	Legal
<b>REPORTING TO:</b>	Project Lead, Taking Care of Personal Data
<b>CONTRACT:</b>	12 month fixed-term



### WORKING RELATIONSHIPS:

<b>Inside Diabetes UK</b>
Directors, SIRO, DPO, Heads of Teams, Internal staff, volunteers
<b>Outside Diabetes UK</b>
3rd party vendors and suppliers, individuals exercising their rights

### OVERALL PURPOSE OF THE JOB

To operate as part of the project team charged with delivering the Taking Care of Personal Data (TCPD) project, ensuring Diabetes UK complies with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as the ePrivacy regulations. The Information Governance Manager will provide expert advice and recommendations to the Taking Care of Personal Data (TCPD) project team where required. Together with the TCPD Project Lead, the role will provide a compliance structure for information governance and ensure that personal information is dealt with legally, securely and efficiently across the organisation.

The Information Governance Manager will play an active and significant role within the organisation, developing relationships and strategies (across the Corporate Services, Engagement & Fundraising, Operations, Policy Campaigns & Improvement, Research and People & Organisational Development Directorates), and ensuring all policies, procedures, new campaigns and standard operational activities

align with information governance principles in a proportionate way, while actively supporting Diabetes UK's charitable mission.

## MAIN DUTIES AND RESPONSIBILITIES:

- Advise the Project Team on information governance legislation, including Data Protection, Privacy and Electronic Communications, Freedom of Information and Payment Card Industry compliance
- Ensure appropriate policies and consistent, secure and efficient processes are in place for all areas of information governance which support the achievement of the **TCPD Project's** objectives
- Identify, report on and appropriately remediate information governance risks within the Project
- Positively promote a culture of Information Governance compliance across the charity
- Contribute to the review and maintenance of the Information Asset register and provide training to Information Asset owners/administrators
- Contribute to the review of Information Governance structure at Diabetes UK
- Perform data protection impact assessments where required to manage risk and fulfil business needs
- Assess compliance of third party suppliers
- Initiate, facilitate, and promote activities to create information security awareness throughout organisation
- Monitor and routinely audit compliance to all information security procedures and policies, and ensures consistency of internal controls across departments
- To assist where appropriate in defining strategic business requirements and to understand complex user needs
- Develop and deliver engaging and informative training programs to ensure adherence to project-delivered processes and policies
- Undertake other work as might reasonably be required by the TCPD Project Lead

## PERSON SPECIFICATION:

### The best person for this job will be able to:

- Manage multiple priorities and work on own initiative proactively with minimal supervision.
- Influence key stakeholders and communicate risk appropriately
- Engage and communicate clearly with users, including communicating complex concepts in simple user-friendly language
- Work well in a project team context, to shared standards
- Deliver engaging and relevant training
- Analyse complex situations and make pragmatic risk-adjusted judgments
- Think strategically and lead by example
- Deliver set tasks, objectives and strategic priorities on time
- Plan and manage their time appropriately
- Create a positive compliance culture around information governance

### The best person for this job will have experience in:

- Significant experience at Information Governance Manager or Records management lead level within the NHS/public sector/Health Charity or other organisations dealing with health data
- The complicated regulatory and legal issues surrounding information management and compliance

- Applying all relevant data protection and privacy legislation, consent principles and data governance models.
- The application of the Privacy and Electronic Communications Regulations in a direct marketing environment
- Implementing the GDPR requirements
- Auditing or monitoring information governance processes
- Defining and reporting on information governance metrics
- Identifying needs, delivering a service and developing relationships at a range of levels in an organisation.
- Implementing the NHS DSP Toolkit
- Understanding of ISO27001 and Cyber Essentials (ideal, but not a requirement)
- Records management
- Customer data and preference management
- Change management

### The best person for this job will be:

- Qualified in in a relevant academic field such as Degree in Information Security, Information Technology, Records Management or Law
- Qualified in Data Protection (CIPP/E or equivalent minimum, ideally CIPM or equivalent)
- A strong confident communicator verbally and in writing
- Grounded and practical, able to implement resilient and future proof solutions under tight deadlines
- A self-starter and able to work on own initiative with minimal supervision
- Flexible and solutions-driven
- Driven to improve efficiency of systems, processes, and structures
- Able to demonstrate accountability in the management of workload and projects from inception to completion
- Keen to have an impact in everything they do
- Passionate about making a difference to people living with diabetes