

Information Governance Officer (Taking Care of Personal Data Project)

DIRECTORATE:	Corporate Services
SECTION:	Legal & Compliance
REPORTING TO:	Data Protection Lead
CONTRACT:	Fixed Term Contract (4 months)

OVERALL PURPOSE OF THE JOB

To support the Data Protection Lead in planning and delivering the Taking Care of Personal Data project to ensure that Diabetes UK complies with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as the e-Privacy regulations. This role includes responsibility for developing guidance, processes and training to support staff and volunteers with data protection compliance.

WORKING RELATIONSHIPS:

Inside Diabetes UK
<ul style="list-style-type: none"> • DPO • Heads of Teams • Information Governance Manager • Internal staff • Volunteers
Outside Diabetes UK
<ul style="list-style-type: none"> • External IT providers • Third party vendors • Service users or supporters • Other data protection leads • Regulatory bodies such as the Information Commissioner's Office, Direct Marketing Association and Fundraising Regulator

MAIN DUTIES AND RESPONSIBILITIES:

- Assist with the implementation of the Taking Care of Personal Data Project - Diabetes UK's Data Protection Project, including the compliance with the General Data Protection Regulation, Data Protection Act 2018 and other relevant legislation such as the e-Privacy regulations
- Develop and deliver user-friendly data protection guidance and advice for staff and volunteers
- Review and development of policies related to Data Protection
- Assist the Information Governance Team in providing advice and support as and when required.
- Support the Information Governance Manager to deliver a clear and compelling communications and training programme
- Undertake work as might be reasonably be expected by the Data Protection Lead.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Demonstrate knowledge of the relevant legal and statutory requirements relating to Data Protection, privacy and consent
- Manage conflicting priorities and workload
- Pro-actively identify areas of improvement to drive forward information governance improvements
- Provide practical risk-based advice to colleagues on information governance matters
- Effectively manage working relationships
- Engage and communicate clearly with users, including communicating complex concepts in simple user-friendly language
- Adapt their communication style to different audiences
- Conduct audits
- Create a positive compliance culture around information governance
- Demonstrate excellent attention to detail

The best person for this job will have experience in:

- At least 2 years working as an Information Governance Officer, or similar role, ideally within charity sector, local government or NHS organisation, with fundraising or other direct marketing experience
- Implementing the GDPR requirements
- Auditing of internal compliance against statutory and legal frameworks like the Data Protection Act (DPA)
- Records management
- Development of policy and guidelines that support best practice in information governance,
- Writing reports and minutes
- Compliance monitoring and auditing
- Delivering data protection training

The best person for this job will be:

- Educated to degree level or equivalent in a relevant discipline
- Committed to quality through the ability to identify areas of improvement to current practices
- Able to develop positive working relationships to promote best practice.
- Able to work on own initiative with minimal supervision and to tight deadlines
- A strong confident communicator verbally and in writing who is able to influence a variety of stakeholders
- Effective at collaborating across different teams with different levels of information governance knowledge
- Keen to have an impact in everything they do
- Passionate about making a difference to people living with diabetes