

Role description: Data Protection Officer (DPO)

General information

Contract type: *SLA contract to iCT4 Limited*

Location: Marazion School

Reporting to: *School Headteacher*

Responsible for: *Data Protection Representatives (DPRs)*

Budget responsibilities: *None*

Purpose

The DPO is responsible for monitoring compliance with current data protection law, and has the knowledge, support and authority to do so effectively. They oversee the school's data protection processes and advise on best practice.

Key responsibilities

- To advise the school and its employees about their obligations under current data protection law, including the General Data Protection Regulation (GDPR).
- To develop an in-depth understanding of the school processing operations, information systems, data security processes and needs, and administrative rules and procedures.
- To monitor the school compliance with data protection law, by:
 - collecting information to identify data processing activities;
 - analysing and checking the compliance of data processing activities;
 - informing, advising and issuing recommendations to the school;
 - ensuring they remain an expert in data protection issues and changes to the law, attending relevant training as appropriate.
- To ensure the school policies are followed, through:
 - assigning responsibilities to individuals,
 - awareness-raising activities,
 - co-ordinating staff training,
 - conducting internal data protection audits.
- To advise on and assist the school with carrying out data protection impact assessments, if necessary.
- To act as a contact point for the Information Commissioner's Office (ICO), assisting and consulting it where necessary, including:
 - helping the ICO to access documents and information,
 - seeking advice on data protection issues.
- To support the DPR as a contact point for the DPR dealing with individuals whose data is processed (for example, staff, pupils and parents), including:
 - DPO responding to subject access requests,
 - supporting the DPR in responding to other requests regarding individuals' rights over their data and how it is used.

- To take a risk-based approach to data protection, including:
 - prioritising the higher-risk areas of data protection and focusing mostly on these;
 - advising the school if/when it should conduct an audit, which areas staff need training in, and what the DPO role should involve.
- To report to the board of trustees on the school data protection compliance and associated risks.
- To respect and uphold confidentiality, as appropriate and in line with data protection law, in carrying out all duties of the role.
- To undertake any additional tasks necessary to keep the school compliant with data protection law and be successful in the role.
- To take responsibility for fostering a culture of data protection throughout the school.
- To work closely with other departments and services, such as HR, legal, IT and security, to ensure GDPR compliance.

Person specification

Criteria	Desirable qualities
Qualifications	<ul style="list-style-type: none"> • Background in information security, data protection or IT desired • Educated to degree level, or equivalent professional experience • Relevant data protection qualification desired
Experience	<ul style="list-style-type: none"> • Professional experience of data protection law • Experience of managing data protection compliance, particularly responding to subject access requests
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of data protection law (the GDPR, Data Protection Act 1998 and Data Protection Act 2018) • Knowledge of information security and data processing principles and good practice • An understanding, and prior experience of the following systems: <ul style="list-style-type: none"> ○ <i>Capita SIMS</i> ○ <i>Finance systems such as FMS/PS Financials</i> ○ <i>Microsoft Windows OS</i> ○ <i>Apple iOS and OS</i> ○ <i>Network security policies and best practices</i> • Excellent communication skills • Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school or other organisation • Ability to explain complex data protection and information security information to a non-specialist audience
Personal qualities	<ul style="list-style-type: none"> • Detail oriented • Able to work under pressure • Able to prioritise tasks effectively • Able to work independently and autonomously with minimal supervision • Commitment to maintaining confidentiality at all times