

Role description: Data Protection Representative (DPR)

General information

Contract type: *Part of existing duties*

Location: Marazion School

Reporting to: *Data Protection Officer (DPO)*

Responsible for: *School staff*

Budget responsibilities: *None*

Purpose

The DPR is responsible for upholding the school policies and monitoring compliance with current data protection law with the support and authority to do so effectively. They oversee the school's data protection processes and inform the DPO of noncompliance. The DPR will assist the DPO in gathering information relating to subject access requests along with day-to-day handling/questions related to the General Data Protection Regulation (GDPR).

Key responsibilities

- To support the school and its employees in upholding their obligations under current data protection law, including the General Data Protection Regulation (GDPR).
- To be aware of the school's processing operations, information systems, data security processes and needs, and administrative rules and procedures.
- To ensure the school policies are followed, through:
 - providing help and guidance to staff,
 - reviewing new systems suggested for implementation and obtaining approval from the DPO.
- To assist the DPO with carrying out data protection impact assessments, if necessary.
- To act as a contact point for individuals whose data is processed (for example, staff, pupils and parents), including:
 - alerting the DPO to and assisting with subject access requests,
 - responding to other requests regarding individuals' rights over their data and how it is used.
- 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 maintain a record of the school's data processing activities.
- To work with external stakeholders, such as suppliers or members of the community, on data protection issues and involve the DPO where necessary.
- 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	
Experience	<ul style="list-style-type: none">• Working with educational data
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)• Excellent communication skills• Excellent teamwork and interpersonal skills, with proven ability to maintain relationships across a school or other organisation
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