

Job Description

Data Protection Officer

January 2018



Job Description: Data Protection Officer

Post Title:	Data Protection Officer
School:	Buttsbury Junior School
Purpose:	<ul style="list-style-type: none">• To ensure the school is compliant with the requirements of data protection legislation.• To oversee and monitor the school's data processing practices.• To lead the school policies and procedures on data protection management.• To act as the point of contact on data management for the school and with the Information Commissioners Office (ICO).

Duties

Data Processing:

- To ensure that all data controllers at the school handle and process data in accordance with data protection legislation.
- To ensure that data in use remains up-to-date, and that data is destroyed in line with legal requirements when its retention period expires.
- To maintain accurate records of all data processing activities, and make these records public upon request.
- To inform data subjects of how their data will be used by the school, their rights and the measures implemented by the school to protect their personal information.
- To prepare reports and management information on the school's data protection risks and processing performance for the governing body and senior management team.
- To deal with freedom of information requests and subject access requests in line with legislation.
- To abide by confidentiality requirements in relation to duties required by the role.

School Procedures:

- To develop, implement and review the school's data protection policy, and other related policies and procedures.
- To provide information, advice and recommendations to the school's leadership team regarding compliance with relevant legislation.
- To ensure the school's procedures are compliant with relevant legislation, including the General Data Protection Regulations (GDPR).
- To provide advice concerning Data Protection Impact Assessments (DPIAs).
- To support the school with reviewing commercial agreements and contracts, including data processing agreements with existing and future data processors.
- To undertake audits of the school's data protection procedures, and address any issues highlighted.
- To provide training and advice to staff members who are responsible for processing data.
- To manage a programme of staff awareness training to support a culture of data privacy.
- To develop and lead data breach response and notification procedures.
- To act as the first point of contact for the school's management board and staff members for data protection matters, and as the point of contact with the Information Commissioners Office (ICO).

GENERAL

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive or exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade