

## **Academies Enterprise Trust**

### **Job Description**

**Job title:** Data Protection Officer

**Location:** Academies Enterprise Trust, 3rd Floor, 163 Eversholt Street, London NW1 1BU

**Reports to:** Head of IT

**Department:** Technology

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### **Purpose of the role**

With 57 schools, AET is one of the country's largest multi-academy trusts. This is an exciting opportunity to join an agile and fast-paced organisation that is deeply committed to improving the life chances of its pupils through quality education.

As the Data Protection Officer (DPO) for the Trust, you will be involved in all issues relating to processing personal data, including but not limited to informing and advising the Trust on its obligations to comply with GDPR, monitoring compliance with GDPR and other data protection laws, managing internal data protection activities, training data processing staff and conducting internal audits. You will be provided with sufficient resources and independence to successfully carry out your role.

You will be diplomatic and self-motivated and be able to deal with a wide range of enquiries in an efficient and organised manner. You will have excellent IT and communication skills, with a confident and professional manner. You will be proactive, work well under pressure and effectively prioritise your own and the team's workload to meet strict deadlines. This position plays a key role in maintaining and further developing such systems and processes, including:

### **Key Data Protection Responsibilities**

The General Data Protection Regulation (GDPR) Article 37 mandatory responsibilities include:

- Maintain the Data Protection Officer registration with the supervisory authority with supporting evidence and ensure the Trust's Privacy notices contain the correct contact details.
- Maintain expert knowledge of data protection law
- Maintain evidence of Data Protection Officer qualifications
- Maintain an up-to-date Job Description or Mandate for the Data Protection Officer

The General Data Protection Regulation Article 39 Mandatory Responsibilities

- Informing and advising the controller (AET) or processor (Third Party Suppliers) and its employees of their obligations to comply with the GDPR and other data protection laws.
- Monitoring compliance with the GDPR and other data protection laws, including managing internal data protection activities, training data processing staff, and conducting internal audits.
- Advising with regard to data protection impact assessments (DPIA) when required under Article 35.
- Working and cooperating with the controller's or processor's designated supervisory authority and serving as the contact point for the supervisory authority on issues relating to the processing of personal data.
- Identify ongoing privacy compliance requirements, e.g., law, case law, codes, etc.
- Maintain an Enterprise Risk Assessment related to personal data and personally sensitive data in the Trust Enterprise Risk Register.
- Maintain a DPIA and mitigation plan
- Maintain documentation to show that DPIA guidance is up to date and monitor PIA performance
- Regular reporting to the responsible Trust Board Member on the current state and any change to the Trust's compliance to the GDPR

Other responsibilities include:

- Being available for inquiries from data subjects on issues relating to data protection practices, withdrawal of consent, the right to be forgotten and related rights.
- Responsible for monitoring, notifying and otherwise communicating information about personal data breaches (as detailed in Articles 33 and 34), and documenting public and regulators' requests regarding the removal, destruction and accessibility of data.
- Advising the Trust Board and Executive Board in all matters relating to the GDPR
- Advising Trust departments and academies on all matters relating to the collection, storage and accompanying security, processing and final destruction of personal data and personally sensitive data as defined by the GDPR

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Trust at the reasonable discretion of the Chief Executive.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• CESG Certified Professional Practitioner</li> <li>• CISMP IT Security Management Principles</li> <li>• NB To Be Confirmed when the ICO publish details</li> </ul>	<ul style="list-style-type: none"> <li>• CESG Certified Professional Senior Practitioner</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Expert knowledge of GDPR law and it implementation</li> <li>• Working knowledge of other laws relating to Personal rights and Privacy (ECHR, RIPA, Communications Act, Computer Misuse Act)</li> <li>• Working knowledge of data classification</li> <li>• Working knowledge of undertaking Privacy Impact Assessments</li> <li>• Ability to keep compliance documentation up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
<b>Skills</b>	Planning	<ul style="list-style-type: none"> <li>• A proven history of senior level engagement</li> <li>• A critical thinker who can step back from current ways of doing things and identify better ways to achieve the Trust's strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>• Able to communicate to stakeholders at all levels</li> <li>• Able to maintain the independence of the role</li> <li>• Proficiency with online productivity and collaboration tools (ideally G-Suite)</li> <li>• Permission-based document management</li> <li>• Creation and management of online surveys and tools</li> </ul>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>



		<ul style="list-style-type: none"><li>● Excellent written communication skills, including drafting and editing of professional quality documents, and considerate use of email</li></ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>● Must be confident in influencing peers and senior colleagues in the application of rigorous processes</li><li>● Pride in attention to detail, clarity and accuracy</li><li>● Very well-organised</li><li>● Collaborative</li><li>● Pro-actively anticipating problems and identifying solutions</li></ul>	<ul style="list-style-type: none"><li>● Not applicable</li></ul>
	Values	<ul style="list-style-type: none"><li>● Ability to demonstrate, understand and apply our values</li><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul>	<ul style="list-style-type: none"><li>● Not applicable</li></ul>
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li></ul>	<ul style="list-style-type: none"><li>● Not applicable</li></ul>