



Job Description

Job Title	<ul style="list-style-type: none"> • Data Protection Officer
Grade	<ul style="list-style-type: none"> • Scale 8, Point 27
Reports to	<ul style="list-style-type: none"> • Director of Finance and Operations
Liaison with	<ul style="list-style-type: none"> • Director of Finance & Operations, Executive Team, Governing Body, School Leaders, Finance Partners & Admin Co-Ordinators, IT Provision, External Agencies
Job Purpose	<ul style="list-style-type: none"> • To be responsible for the co-ordination and development of a privacy program in line with the Data Protection Act 2018 and UK General Data Protection Regulation (GDPR). • To review, monitor, develop and evaluate data protection procedures and needs across the Trust and schools in accordance with the Key Principles of GDPR. • To be the pivotal link liaising with central Leads, School Leaders, wider school staff and IT provision. • To support the Director of Finance & Operations with centralised procurement, contractual management, ongoing service delivery and administration.
Duties	<p>Key Objectives</p> <p>Data Protection</p> <ul style="list-style-type: none"> • To create systems and strategies to support and enhance Data Protection compliance. • To conduct and maintain a training needs analysis of staff to develop Privacy knowledge and identify areas to grow. • To develop ICT processes and strategies to establish and enhance Cyber Security resilience, awareness and training. • To update and co-ordinate the Data Protection content on the public facing website and publish statutory Policies and Privacy Notices. • To update and co-ordinate the GDPR page within the Trust Intranet, producing strategies to promote privacy in an exciting and absorbing way, and producing a hub of information for all users. • To provide expert privacy advice to Senior Leadership Team, the Governing Body, School Leaders and wider staff on matters of Data Protection compliance and transparency. • Disseminate a Data Protection framework including policies and procedures to the Board to ratify and adopt annually. • Implement annual revisions in line with the annual Framework update. • Ensure that the school is registered with Regulator, the Information Commissioners Office (ICO). • Conduct annual Data Protection Officer Audits on all schools to measure compliance and create an action plan for the year ahead.

- Provide DPO Audit Reports to Governing Body annually.
- Support and supervise the Admin Co Ordinator team on GDPR related tasks.
- Embed a culture of privacy by design as part of the procurement process, advise and complete Data Protection Impact Assessments to risk assess data sharing.
- Support and advise on Data Protection enquiries from staff, parents and pupils.
- Represent the Trust as the named DPO with the privacy regulator, the Information Commissioner's Office (ICO), and communicate as required.
- Provide regular Data Protection reports to the Governing Board or Trustees via the Director of Finance and Operations, highlighting risks or trends.
- Co-ordinate, advise and respond to Statutory information rights requests received centrally, or directly to schools.
- Liaise with External IT support team to produce data for Statutory Requests for Information.
- Ensure all assets containing personal data are appropriately managed and secure.
- Maintain Data Protection central records for Central Staff and Governors/Trustees.
- Investigate Data Breaches, maintain records and notify DFO and ICO where necessary.
- Prepare responses to ICO complaints, if required.
- Manage Data Breaches and advise how to act appropriately when a breach occurs, including recording and responding.
- Promote a culture of transparency with Data Breaches, increase understanding and share lessons learned across the Trust.
- Oversee Data Sharing Agreements (also known as Information Sharing Protocols (ISPs) where necessary.
- Manage requests to share data with police or other investigators.
- Promote good electronic data management including email retention policy.
- Ensure marketing is managed appropriately, whether on behalf of the school, or requested by other organisations.
- Manage the Cyber Security conditions of the DfE Risk Protection Arrangement as part of wider Senior Leaders Business Continuity planning.
- To undertake a key role within the central Cyber Recovery Team in the event of a Cyber Incident, in line with the Cyber Response Plans.
- Complete Cyber Response Plan for Trust central team, and template for all schools to adopt.
- Oversee specific NCSC Cyber Security training plan to all staff and Governors.
- Manage central SAR and FOI mailboxes, acknowledging and completing responses within statutory timeframes.
- Support school staff to complete SAR and other requests for information, liaising with IT provision and seeking further advice for complex requests.

Operational Support

- To support the DFO with contract management, supervising contract execution and acting as a key representative for third parties.
- To support the DFO with tender processes and centralised procurement.
- Providing notice periods and termination action as directed by DFO and in line with binding contract terms and conditions.
- Managing a central record of contracts and binding details.
- Developing and maintaining positive working relationships with independent contractors, suppliers and customers.

	<ul style="list-style-type: none">• Supervise service and manage central queries raised via our IT Provision.• To undertake any other duties of a similar nature as determined by the Vine Schools Trust.
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General	<ul style="list-style-type: none">• 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.• Show a commitment to appropriate professional development.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• Ensure that all duties and services provided are in accordance with the Trust Equal Opportunities Policy• The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.• To be supportive of the Christian ethos of the Church of England• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Director of Finance and Operations to carry out appropriate duties within the context of the job, skills and grade.
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PERSON SPECIFICATION – DATA PROTECTION OFFICER

General heading	Detail	Examples
	Specific qualifications & experience	Successful experience in a GDPR and Data Protection role. An appropriate Privacy Professional qualification (desirable). Ability to work effectively under pressure and to manage sensitive and confidential information. An understanding of primary school ethos.
	Knowledge of relevant policies and procedures	Expertise in data protection laws and practices, including deep understanding of GDPR.
	Literacy	Good pass in GCSE English or equivalent
	Numeracy	Good pass in GCSE Maths or equivalent
	Technology	ICT literate commensurate to the requirements of the post
Communication	Written	Produces written communications which are clear, fluent, concise, readily understood by intended recipients. Attention to detail and accuracy of written work.
	Verbal	Excellent communicator, able to present detailed, complex information in a clear manner to a variety of recipients.
	Languages	Seek support, as appropriate, to overcome any communication barriers with children and adults.
Working with children	Behaviour Management	Understand and implement the Trust's Behaviour Management Policy, as required.
	Curriculum	Good understanding of the learning experience provided by the Academies in relation to the role
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	To be able to respond effectively to the individual needs of Academies and central colleagues

		Provides regular feedback from Academies and governors about services and uses this to evaluation to inform future developments
	Relationships	Co-operates and works well with colleagues, sharing information and supporting colleagues
	Teamwork	Able to work effectively in teams as member or leader and to ensure team dynamics
	Information	Develop and implement effective systems to share and safeguard information
Responsibilities	Organisational skills	Able to self manage and make decisions and work on own initiative
	Line Management	Ability to manage, motivate and support the work of others.
	Time Management	Be well organised, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met.
	Creativity	Works creatively, imaginative ideas, collaborating with others to identify fresh approaches
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Understanding of Health & Safety.
	Child Protection	Understand and comply with Child Protection procedures.
	Confidentiality/Data Protection	Understand and comply with confidentiality/data protection procedures.
	Car and driving licence	Be in possession of a full clean driving licence and have use of own car
	CPD	Demonstrate a clear commitment to develop and learn in the role. Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace