

| Job Description | |
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| Job Title: | Data and Privacy Manager |
| Location: | Blackpool Head Office |
| Reports to: | Director of Corporate Governance |
| Responsible for: | Data Protection Assistant |
| <p>Job Purpose:</p> <p>To inform and advise FSB and its employees on data security, data protection and the protection of confidential information including its legal obligations under GDPR, the Data Protection Act and associated laws and regulations.</p> <p>To monitor FSB's compliance with data protection law and good practice and to champion the highest standards in data protection.</p> <p>To lead on the development and effective management of FSB's information security, privacy management and accountability frameworks, including relevant policies and practices to ensure they are in line with the GDPR and other relevant legislation.</p> | |
| <p>Key Areas of Accountability:</p> <p>Information Governance, Data and Privacy Accountability Framework</p> <ul style="list-style-type: none"> To manage data and privacy policy and practice throughout FSB in line with the relevant laws and ICO guidance To manage the GDPR accountability principle by the maintenance and development of an appropriate framework To develop and maintain appropriate policies and other documentation and record systems To maintain an appropriate data dashboard for compliance monitoring and reporting To conduct internal audits to ensure FSB policy and procedure is adhered to <p>BAU</p> <ul style="list-style-type: none"> To ensure adequate data mapping and DPIAs are undertaken and recorded as appropriate To develop/enhance the information security and personal information management systems (ISMS and PIMS) To review processes and practices against independent standards for PIMS and SIMS To draft and advise on relevant policies, data sharing agreements, data and privacy provisions of legal contracts, and associated contracts and liaise with the Legal department in the coordination of advice To manage the internal privacy dashboard/portal including staff accessibility to relevant policies, guidance, forms and training materials To lead the programme of work for the Data Champions To identify, assess and evaluate risks and to manage the data risk register and ensure that the Director of Corporate Governance, the CEO and the Board are made aware of risks, as appropriate To manage data subject requests and incident and/or breach response and to put in place contingencies To liaise and cooperate with the ICO as required and to fulfil the tasks of a Data Protection Officer, as appropriate To draft Board and SMT reports To provide advice on information governance, data and privacy matters | |

This job description is not intended to be an exhaustive list of duties and responsibilities. The job description will be reviewed and updated as the needs of the business evolve.

- To review the company's established processes and practices and to develop and embed new processes and practices as appropriate
- To provide information, advice and guidance to the business on cyber security from a people and process perspective

New and inflight project support

- To ensure all new and inflight projects are supported with the appropriate level of data and privacy expertise
- To advise on the implementation and ongoing management of the CRM
- To advise on data protection by design and default

Training, development and culture

- To advise the business on relevant case law and other legal and regulatory developments
- To manage the network of departmental Data Champions to ensure they have the skills and tools to support their data activity
- To inform and advise all staff and relevant members on their data and privacy obligations
- To develop and deliver staff awareness programmes and training for the business
- To drive a workplace culture of transparency and accountability

Management

- To lead, manage, motivate and performance manage the Data Protection Assistant in line with FSB process and procedures and in liaison with the Director of Corporate Governance and FSB HR Department.

To undertake other duties relevant to the Department's activities commensurate with the level of the post and as directed by the line manager.

| Person Specification | | |
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| Attributes | Essential | Desirable |
| Qualifications | <ul style="list-style-type: none"> • Data Protection qualification (e.g. PDP Data Practitioner or Data Protection Officer Certification) | <ul style="list-style-type: none"> • Law degree (level 6 or equivalent qualification) • Cyber Security qualification • Data Protection Lawyer with PQE in GDPR/data protection |
| Experience | <ul style="list-style-type: none"> • Substantial experience working within a data privacy and compliance environment • Working knowledge of compliance with UK GDPR, Data Protection Act and PECR in practice • Ability to articulate data protection by design and default • Information security and personal information management systems • Coordination and advising on data breaches and notifications • Management of data and privacy issues in a large, multisite organisation • Reporting to Board level stakeholders • Developing detailed data maps and DPIAs relating to technical and digital projects • Drafting policies and Board reports • Drafting and negotiating data sharing agreements, other legal contracts and Board reports • Managing others with data responsibilities • Training and developing others • The adoption of a risk-based approach to the advice and support offered to others with regard to data processing activity • Assessing and advising on the data implications of large scale digital and direct marketing initiatives • Experience of implementing privacy and data protection compliance programme; • Strong analytical and problem-solving skills • Good communication skills and the ability to summarise technical and legal issues and explain them clearly | <ul style="list-style-type: none"> • Cyber security |

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| Person Specification | | |
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| Attributes | Essential | Desirable |
| Knowledge | <ul style="list-style-type: none"> • Expert knowledge of GDPR and other data and privacy legislation including PECR • Expert knowledge of ICO guidelines | |
| Skills | <ul style="list-style-type: none"> • Influencing others at the highest levels of the organisation • Prioritisation and organisation of a busy and dynamic workload • Expert communication and presentation skills | <ul style="list-style-type: none"> • Cyber security |
| Specific requirements | <ul style="list-style-type: none"> • Willingness to undertake travel across the UK if required • Occasional work outside of core hours if required | |

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