Deputy DPO

## Job details

|  |  |
| --- | --- |
| Job title: | Deputy DPO |
| Department: | Governance |
| Location: | Remote |
| Reporting to:  (job title only) | Quality, Compliance & Data Protection Manager |
| Direct reports:  (job title only) | None |
| Accountable to:  (where applicable) | Head of Governance |
| Responsible to:  (where applicable) |  |
| Job purpose: | To provide support to the Data Protection Officer with particular focus on matters relating to the Data Protection Act 2018 and (UK) GDPR. To assist the DPO with compliance activities relating to regulatory and legislative requirements. Maintenance of registers relating to processing activities, data risk management, and information governance. Assistance with carrying out, and supporting on, Data Protection Impact Assessments and other policies, procedures and systems that ensure the safe processing and control of data. |
| Role and Responsibilities: | **Information Governance / Data Protection**   * + Assist DPO with, and compile, data mapping across the organisation   + Information gathering on processing activities across the organisation to ensure ROPA is up to date and maintained   + Provide support and assistance to the DPO and wider organisation, ensuring DPIAs are completed and the DPIA register is up to date   + Attend meetings to ensure DP activities are being captured and recorded appropriately   + Monitoring and actioning data protection queries, including oversight of the data protection email inbox   + Deputise for DPO in their absence   + Feed into any VHG groups who require information/support as agreed by your line manager   + Ad-hoc duties as requested by your line manager/Head of Governance   **Subject Access Requests**   * + Take responsibility for Subject Access Requests – reviewing, processing and actioning within required SLA   + Compile monthly statistical report on SARs received and actioned   **Audit**   * + Carry out monthly/quarterly/annual data protection audits as directed by your line manager/Head of Governance   + Assist with ad-hoc audits as required   + Ensure audit results inform learning and remedial actions are completed   **Complaints & Incidents**   * + Process data protection complaints and incidents as reported, allocating them and liaising with the investigator to ensure SLA’s are met and appropriate actions have been taken to close these off   + Ensure DPO is made aware of any high-risk issues that require external reporting within required timeframes   + Produce monthly statistical report   + Support as necessary with ongoing investigations, deep dives, Root Cause Analysis (RCA), remedial actions and dissemination of lessons learned.   **Ad-hoc activities**  This is an evolving role and additional DP tasks and activities may be included as required, to fulfil organisational data protection requirements.  **Equality Diversity & Inclusion (EDI)**  We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do. We believe it is the responsibility of everyone to ensure their actions support this with all internal and external stakeholders.   * Be aware of the impact of your behaviour on others * Ensure that others are treated with fairness, dignity and respect * Maintain and develop your knowledge about what EDI is and why it is important * Be prepared to challenge bias, discrimination and prejudice if possible to do so and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination or prejudice * Be prepared to speak up for others if you witness bias, discrimination or prejudice |
| Clinical Governance:  (where applicable) | As a healthcare organisation of both mental and physical health, the data that VHG control and process captures healthcare specific data including medical records. |
| Training and supervision: |  |
| Additional information: |  |

## Person specification

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Data protection or information security certification | CIPP(E) or CIPM |
| **Experience** | * + Experience in a data protection role/working within a data protection team   + Use of Microsoft and other e- systems including excel   spread sheets   * + Support data protection compliance activities | Previous management/support of ROPA, DPIA register, IG process flows, contractual reviews  Review/write data protection training modules  Lead data protection compliance activities |
| **Skills/knowledge** | * Understand the importance of SLA, KPI’s and meeting deadlines. * IT literate – intermediate level minimum | Understanding of DPA 2018, GDPR (UK), Caldicott Principles, |
| **Specialist training** |  | Investigating or supporting with the investigation of data incidents including breaches |
| **Personal competencies and qualities** | * Interpersonal skills to engage and develop working alliances with colleagues and patients. * Evidence of an openness to learning new knowledge and skills. * Excellent verbal and written communication skills * High level of enthusiasm and motivation * Ability to work under pressure keeping to tight deadlines * An awareness of and commitment to supporting and facilitating diversity and inclusion * Excellent time management skills |  |

# Version Control

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 10/11/2021 | Code: |  |  |  |

|  |  |  |
| --- | --- | --- |
| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
|  |  |  |