

Context statement

To accompany job description and person specification when required

Job title: Senior Data Protection Analyst

Directorate/Service/Team: Legal & Democratic Services/Assurance

Organisation structure:

Reporting to: Data Protection Officer

Day to day responsibility: None

Context of work

The Assurance Service sits within Legal and Democratic Services, with responsibilities for complaints, information compliance, emergency planning and risk management. This particular post will work within the information compliance team.

The Information Compliance Team manage data breaches, subject access requests and freedom of information requests, in compliance with statutory timescales. The team provides advice on General Data Protection Regulations. The team works with services to ensure that the right resolution is reached, and ensures that the Council is able to learn from issues and continuously improve.

Summary of the role:

- To monitor reports of personal data breaches received by the Information Compliance Team, and provide advice to services to ensure incidents are appropriately managed.
- Prepare and send data breach notification reports to the Information Commissioner's Office where a data breach incident is assessed to meet the threshold in article 33 UK GDPR.
- Assist services to conduct root cause analyses (RCA) in response to significant security incidents and present RCA findings to the council's Compliance, Risk and Learning Group.
- Continuously develop RCA framework and the controls provided for in the council's policy framework.
- Carry out reviews of the council's Record of Processing Activities to identify key risk areas and inform strategic priorities.
- Assist in developing and maintaining a risk-based audit plan for data protection, covering internal services and third party suppliers.
- Conduct internal data protection audits to measure services' compliance with data protection laws and policy. Feedback findings to Compliance, Risk and Learning Group.
- Provide specialist data protection advice to services completing Data Protection Impact Assessments.



- Carry out statistical analysis of security incident trends and prepare reports for senior management teams, project boards etc.
- Maintain specialist up-to-date knowledge of all relevant data protection legislation and regulatory guidelines to support the research and drafting of policies, procedures, standards and guidance.
- Investigate and resolve complex Information Compliance complaints.
- Promote compliance and best practice, robustly challenging practices and procedures which do not comply with data protection and freedom of information legislation. This may include challenging senior managers.

Experience and skills

This role would suit someone who has extensive knowledge of data protection and associated legislation and the ability to clearly and concisely summarise complex requirements. First class communication and interpersonal skills, both oral and written are essential, as is strong teamworking skills.

Other information

The role will be based at County Hall, Dorchester but may be required to travel to other Council sites.

The postholder would be expected to hold a relevant degree (information compliance/governance), equivalent qualification or considerable relevant experience (circa 5 years plus).

Context statement prepared by:			
Service Manager for Assurance	Marc Eyre	Date	3 August 2021