

KIRKLEES COUNCIL

SECTION: ALL SCHOOL MODEL – DATA PROTECTION OFFICER

JOB TITLE: SCHOOL DATA PROTECTION OFFICER

GRADE: Grade 11

J O B D E S C R I P T I O N

1 PURPOSE OF JOB

Schools/Colleges are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. The school/college is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

As Data Protection Officer you will work independently, but closely with the Senior Leadership Team and Governing Body within the school, reporting to the highest management level and be responsible for the professional advice regarding all Data Protection aspects of the school. You will be required to provide a major contribution to the organisation of data and its use, working independently. In addition, you will work with the DPO at link schools to carry out external audits and discuss best practice.

The job requires an individual who has expert knowledge of UK and EU data protection law and practices, with detailed knowledge of GDPR and to be experienced in undertaking investigations and audits, assessing and monitoring data protection impact assessments (DPIAs), managing complaints, writing policies, procedures and guidance, project management and effective IT skills. You will carry out a range of complex or sensitive / confidential data monitoring duties. The minimum tasks that must be undertaken are defined in Article 39.

Excellent interpersonal skills are important for this job as you will be required to develop and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to all school data protection matters.

You will be expected to carry out your duties in line with the Kirklees / School policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, contract of employment, induction, ongoing performance management and through School communications.

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Key Areas

1. **Data Protection Management – minimum tasks as defined in Article 39**

- Inform and advise the school and its employees about their obligations pursuant to the General Data Protection Regulation and national data protection.
- Monitor compliance with the General Data Protection Regulation and national data protection.
- Provide the Headteacher, Senior Leadership team, governors and staff with specific expertise and advice in relation to data protection impact assessments.
- Cooperate with and act as the contact point for GDPR supervisory authorities eg the Information Commissioner's

2. **Data Protection Management - additional responsibilities**

- Responsible for overseeing the implementation of the school Data Protection policy, monitoring the school's compliance with data protection law and privacy best practice, and developing related policies and guidelines where applicable and promoting a data protection culture within the school.
- Develop and manage the school's privacy training and awareness programme, including delivering presentations and facilitating both face to face and online training for a wide audience within school and governing body.
- Develop and maintain the school's information strategy and management of information lifecycles including physical items archiving, electronic records management.
- Create and maintain a record of all categories of processing activities carried out on behalf of the school.
- Assess and manage the risk associated with data processing operations, taking into account the nature, scope, context and purposes of processing.
- Advise when data protection impact assessments are required, being involved from the earliest stage
- To manage all requests from data subjects relating to processing of their personal data and to the exercise of their rights under the GDPR.

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- Provide data protection reports to the Headteacher, Senior Leadership team and the governing body in a timely fashion, to ensure they are aware of legal and technical implications to enable effective decision making.
- To keep upto date with legislative developments.
- To fulfill the tasks allocated under the GDPR in an independent and autonomous manner
- To assess data breaches and report as necessary to the ICO within the 72 hour deadline.
- Assess the GDPR compliance of suppliers and work with the School Business Manager to ensure all suppliers are compliant.
- Conduct internal audits regarding all aspects of data protection, report findings to Headteacher/Governing body and undertake any necessary actions to ensure compliance with school Data Protection Policy.
- Conduct external audits at link schools, regarding all aspects of data protection, report findings to DPO/Headteacher at link school so they can take any necessary action to ensure compliance with their school Data Protection Policy.
- Provide an annual report of the DPO activities directly to the governing body and where relevant, report to the body advice and recommendations on school data protection issues.
- Manage the Data Protection budget, for all data protection resources and training requirements.

3. **Staff Management**

- You will be responsible for the training and guidance of all staff and governors with respect to compliance of GDPR, identifying any training and development of staff, and creating, planning and delivering necessary training.
- You will ensure that there is an effective staff structure in place to meet the school data protection requirements, by discussion with headteacher and governing body.
- Ensure all staff have a clear understanding of the data protection policies and procedures and they carry out their duties in line with these policies and procedures.

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4. Management Information ICT Systems

- Responsible for the monitoring of systems and their security with regard to data protection, providing Headteacher and governing body with recommendations to ensure compliance with data protection legislation and information on costings.
- Responsible with the School Business Manager for the security, monitoring and control of access to systems and ensuring daily back up and safety of systems.
- You will provide guidance, advice and support to the Governing Body and SLT on the process and use of pupil data management systems ensuring that the data is effectively managed in line with data protection legislation.

5. General

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role.

As part of your wider duties and responsibilities you are required to promote and actively support the Schools and Local Authority's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Please click [here](#) to read our safeguarding policy.

Alternatively go to:

<https://jobs.kirklees.gov.uk/GenText.aspx?page=page1>

Carry out your duties with due regard to current and future School's/Local Authority's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, and ongoing performance development and through School's communications.

RESPONSIBLE TO: Head Teacher

RESPONSIBLE FOR: Business Support across the school hubs (up to 5)

JD Reference No	70119222
JD Prepared / Amended	MAY 2018
Job Spec	

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EMPLOYEE SPECIFICATION

SERVICE AREA: All Schools Model
JOB TITLE: School Data Protection Officer

SECTION:
GRADE: TBC

ATTRIBUTES	RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1. RELEVANT EXPERIENCE	1.1 Expert knowledge of UK and EU data protection law and practices	Application Form / Selection Process	A
	1.2 Detailed knowledge of the GDPR	Application Form / Selection Process	A
	1.3 Excellent understanding of the administrative rules and procedures of schools	Application Form / Selection Process	A
	1.4 Excellent skills including use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet).	Application Form / Selection Process	A
	1.5 Experience of undertaking investigations and audits, assessing and monitoring data protection impact assessments	Application Form / Selection Process	B
	1.6 Experience of preparing and reviewing Information Sharing Agreements	Application Form / Selection Process	B
	1.7 Experience of writing policies, procedures, guidance and contracts	Application Form / Selection Process	A
	1.8 Experience of establishing/maintaining information management systems	Application Form / Selection Process	C
	1.9 Experience of management of staff	Application Form / Selection Process	B
2. EDUCATION AND TRAINING ATTAINMENTS	2.1 Educated to GCSE level or above in English and Maths or able to demonstrate ability to work at least at that level.	Application Form / Selection Process	A
	2.2		C

		2.3	Educated at degree level or able to demonstrate ability to work at this level.	Application Form / Selection Process	B
		2.4	Willing and able to keep up to date with legislation / guidelines / new and best techniques or study for further skills and qualifications needed for the role, once certified by ICO.	Application Form / Selection Process	C
			Relevant professional qualification and membership of appropriate professional body	Application Form / Selection Process	
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Detailed understanding and experience of risk management practice and its application to data protection	Application Form / Selection Process	A
		3.2	Good understanding of information security protocols and the technology that supports them	Application Form / Selection Process	B
		3.3	Appreciation of the need to maintain strictest confidentiality about all matters concerning to the school.	Application Form / Selection Process	
		3.4	Understanding of and commitment to the Local Authority's Equality and Diversity Policy and how it relates to the duties of the job.	Application Form / Selection Process	

	ATTRIBUTES	RELEVANT CRITERIA		HOW IDENTIFIED	RANK
4.	SKILLS AND ABILITIES	4.1	Ability to work on own initiative, undertake research and contribute to effective working of the team.	Application Form / Selection Process	A
		4.2	Ability to prioritise and analyse and produce complex data protection reports, working to tight deadlines.	Application Form / Selection Process	A
		4.3	Ability to communicate effectively, sympathetically and confidentiality at all levels and compose complex letters and emails	Application Form / Selection Process	A
		4.4	Ability to develop and deliver awareness-raising and training to a wide range of staff and governors.	Application Form / Selection Process	B
		4.5	Integrity and high professional ethics	Application Form / Selection Process	A
		4.6	Ability to manage difficult individuals (parents or staff) and data protection complaints	Application Form / Selection Process	B

		4.7	Ability to influence, persuade and negotiate with a full range of stakeholders	Application Form / Selection Process	B
5.	ANY ADDITIONAL FACTORS	5.1	Commitment to ongoing personal training and development.	Selection Process	A
		5.2	Support the Catholic ethos of the school	Selection Process	A
		5.3	Ability to adapt and be flexible to the needs of the schools.	Selection Process	A
		5.3	Work across multiple sites	Selection Process	A
		5.4	Willingness to undertake an enhanced Disclosure and Barring Service check. Please note a conviction may not exclude candidates from employment but will be considered as part of the selection process.	Application Form / Selection Process	A

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the "Rank" column refer to the importance we will give your answers when we read your applications. You must have all the A's on day one to be able to do the job, you need to have all the B's to do the job, but they could be learnt during the induction, and if you have C criteria this would be an additional bonus. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the "Selection Process", this may involve written exercises, group discussions, presentations, interview etc.

ES Reference No	
ES Prepared/Amended	MAY 2018
Refers to Estab(s)	