

Data Protection Ambassador Role Outline (Central)

Location	To work across the Trust
Salary	FTE: £35,235 - £38,626 - This role is for 3 days per week so actual salary: £21,141 - £23,175.60
Reports to	Head of Data Protection
Time commitment	3 days per week

Purpose of role:

To support the Trust in fulfilling its responsibilities to comply with the Data Protection Act and the UK GDPR and with Trust policy and expectation.

Key accountabilities (and specific duties / responsibilities):

Supported by the Trust's Head of Data Protection, to:

- advise the academies and central colleagues on how to comply with trust policy and relevant legislation
- to contribute towards maintaining the Trust's record of processing activities, and to support the academies with theirs.
- ensure all central staff have undertaken appropriate data protection training in a timely way
- complete due diligence and undertake data protection impact assessments for centrally driven processes as required.
- assist other colleagues in assessing the risks of sharing data with third party suppliers, or allowing third parties to process data on our behalf; supporting with due diligence checks, maintaining records of processing activity and the completion of data protection impact assessments when required.
- record and comply with information requests within statutory timescales.
- provide support to schools with redacting images (moving and still) and other documents as required.

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- log data breaches in a timely way and support the investigation and management of breaches, including liaising with colleagues and third parties to ensure that appropriate actions/learnings are identified and followed up, and records are maintained.
- support the Head of Data Protection with the completion of data protection health checks at each of our academies.
- support the Trust's Data Protection Ambassador network by attending meetings and contributing to the sharing of good practice around the Trust.
- provide support to the Head of Data Protection in delivering training, communicating key messages to colleagues and supporting and promoting a safe culture across the Trust, ensuring that data protection has a high profile.
- support the Head of Data Protection on key projects which seek to embed data protection compliance across the Trust.
- provide admin support to the Head of Data Protection as necessary.
- contribute to the continuous improvement of systems and processes.

The person

Professional Knowledge, Understanding and Experience:

- Understanding of Data Protection in a school setting;
- Understanding of how data is used in schools and what good management of data practice looks like
- Knowledge and understanding of Data Protection legislation, along with the ability to assess its implications in a school context and articulate risk

Skills and Personal Qualities

- Great organisational skills, confidence in managing a diverse workload and responding quickly to deliver on deadlines;
- Able to work independently, on own initiative and without supervision;
- Able to build strong working relationships with, and influence the work of others (including senior leaders), where there is no direct supervisory / line management relationship;

- Pragmatic, able to take a balanced and measured approach and see a situation from different perspectives;
- Good communication skills;
- Committed to undertaking continuous professional development;
- Understanding of and commitment to demonstrating the co-operative values and Ways of Being Co-op;
- Enhanced DBS check required.

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