

JOB DESCRIPTION

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| Job Title: | Data Protection Manager |
| Department / Unit: | Governance and Legal Services |
| Job type | 12 Month Fixed Term |
| Grade: | RHUL 8 |
| Accountable to: | Director of Governance and Legal Services and Secretary to Council |
| Purpose of the Post | |
| <p>The Directorate of Governance & Legal Services comprises four areas: Legal Services, the Secretariat, Internal Audit, and the Health & Safety Department.</p> <p>The Data Protection Manager role sits within Legal Services and is responsible for providing expert, timely and pragmatic advice to the College on data protection and data governance. This role has been created in order to progress the delivery of the College's GDPR compliance work by complementing existing resource and will be critical to the successful delivery of that work.</p> | |
| Key Tasks | |
| <ul style="list-style-type: none"> • The College is in phase 2 of a project to develop improved data capability, governance and improved data management focused on GDPR compliance. A key task will be to promote culture change across the College with a view to achieving privacy by design and privacy by default; • To contribute to the College's Business Intelligence Project by providing subject matter expertise on data protection, privacy and governance • Provide expert, timely and pragmatic advice on data privacy and information security matters, seeking supervision from the Director as appropriate. • To be a subject matter expert, providing advice, guidance and information to the College on its duties under the data protection legislation; • Lead on the development and delivery of data protection training, raising awareness and understanding of data protection matters across the College community; • To work collaboratively to support the development of the College and the management of data risks across all aspects of the College's business; | |

- Respond to and advise on data subject requests made under data protection legislation, ensuring that responses comply with legislation, College policies and best practice;
- Research and interpret data protection legislation, case law, regulatory guidance and other relevant sources when responding to requests and enquiries, and when providing expert advice to colleagues;
- Contribute to the development of data protection policy, guidance and compliance tools and support the development of robust, College-wide data definitions;
- Work collaboratively with key stakeholders, including IT, HR and Strategic Planning, on cross-cutting issues concerning data protection and information security, building collaborate networks and effective working relationships;
- Ensure that actions taken and advice given are appropriately logged and documented and produce regular reports for the Director on data protection activities;
- Log and assess data breaches in a timely manner, seeking counsel from the DPO and external legal advisors where appropriate;
- Review and advise colleagues on Data Protection Impact Assessments;
- Contribute to the development and maintenance of Records of Processing Activities;
- Review and advise upon data protection clauses and data sharing agreements, as well as commercial contracts as required;
- Deputise and provide support for the DPO in responding to enquiries from regulatory bodies as required;
- Monitor compliance with processes and procedures to ensure that the College meets its statutory requirements relating to data protection;
- To manage relationships with internal stakeholder clients, and external contacts, maintaining the good reputation of the College's legal services function and delivering an excellent level of client service.
- Any other such duties as may be assigned that are commensurate with the grade of the post.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

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| Internal and external relationships |
| <p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>The Information Commissioner's Office</p> <p>External legal services providers</p> <p>Data protection professionals in other HEIs</p> <p>Colleagues of all disciplines, including up to Executive and Council level.</p> |