

JOB DESCRIPTION

POST TITLE: Data Protection Lead

DIVISION/UNIT: HR, IT and Business Support / HR Section

GRADE: 11

RESPONSIBLE TO: HR Manager

RESPONSIBLE FOR: N/A

Job Purpose

To manage and coordinate Tayside Contracts' data protection function, ensuring compliance with UK data protection legislation and organisational policies. The post holder will provide expert advice, promote a culture of privacy and accountability, support risk management, and help embed data protection by design across all business activities.

Main Duties and Responsibilities:

Values

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.

Data Protection

4. Be the central point of contact for all data protection matters, foster a culture of data privacy and compliance through promoting awareness about data protection and best practice.
5. Develop, implement and maintain data protection policies and procedures aligned with legal requirements and organisational needs to ensure compliance.
6. Keep apprised of current and forthcoming data protection legislation and notify the HR Manager of any areas that may require action by Tayside Contracts.
7. Exercise professional judgement when advising on data protection risks and compliance matters, escalating significant concerns where appropriate.
8. Provide guidance and best practice information about data protection requirements, for example:

- a. Provide advice on data protection clauses required in contracts between controllers and processors.
 - b. Provide advice on Data Sharing Agreements and Data Processing Agreements.
9. Manage data breaches, develop a Data Breach Response Plan and ensure any breaches are logged and appropriate action is taken by all parties following a data breach.
10. Regularly review, maintain and publish Tayside Contracts' Privacy Notices as appropriate.
11. Maintain records, ensuring Tayside Contracts' Record of Processing Activities (ROPA) are kept up to date.
12. Act as an internal champion of data protection, promoting a culture of privacy, accountability and responsible data handling across the organisation.
13. Design and deliver a rolling programme of data protection awareness training to both managers and employees.
14. Provide advice and support to managers on completing Data Protection Impact Assessments (DPIA) for new projects, systems or processes and thereafter review and note comments.
15. Manage Subject Access Requests and ensure timely response within legal timeframe.
16. Utilise Microsoft Purview for the purposes of Subject Access Requests and/or data security investigations.
17. Develop and administer a formal Data Protection Complaints Procedure and Process.
18. Liaise with the Information Commissioner's Office (ICO) on data protection matters as required.
19. Conduct audits, reviews and risk assessments to monitor organisational compliance.
20. Prepare annual compliance report for the Corporate Leadership Team (CLT), highlighting risks, trends, audit findings and recommended actions in the form of an action plan.

FOSIA/EIR Requests

21. Co-ordinate requests and responses in relation to the Freedom of Information (Scotland) Act (FOISA) 2002 and Environmental Information Regulations (EIR) 2004, ensuring timely responses.
22. Maintain accurate records and prepare management information reports as requested by the HR Manager or the CLT.
23. Provide advice and support to managers on how to respond to FOISA and EIR requests as required.
24. Ensure managers are familiar with FOISA and EIR requirements as applicable to Tayside Contracts by preparing briefings or informal training sessions as directed.

Miscellaneous

25. Prepare other management information reports as requested by the CLT.
26. Participate and contribute to relevant working groups as directed by line manager.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
1	2	1	4	6	5	1	1	7	1	5	5	7