

| <b>Finance and Corporate Services - ICT Services</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <b>Job Description</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Data Protection and Information Governance Officer</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Grade LS8</b>                                          | Post Number: TBC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Responsible to:</b>                                    | <p>Assistant Director for Corporate Governance for management and administrative purposes.</p> <p>In carrying out the statutory data protection and information governance functions, the postholder will operate independently and will have direct access to the Council's highest level of management where required in accordance with applicable legislation and regulatory guidance.</p>                                                                                                                                                                                                                                                                                                                                                      |
| <b>Job Purpose:</b>                                       | <p>To act as the Council's formally designated Data Protection Officer, providing independent, authoritative and risk-based advice and assurance on data protection, information governance and information rights legislation. The postholder will lead the Council's information governance framework; oversee compliance, information rights requests, data sharing and information risk; act as the principal contact with the Information Commissioner's Office; and advise senior management. The role will also lead information governance and data assurance for Local Government Reorganisation, covering the integrity, security, quality and lawful management of data during organisational transition, migration and integration.</p> |
| <b>Main duties and responsibilities:</b>                  | <p><b>1. Data Protection Compliance</b></p> <ul style="list-style-type: none"> <li>Act as the Council's formally designated Data Protection Officer and primary source of professional advice on data protection legislation and regulatory requirements.</li> <li>Monitor and provide independent assurance regarding compliance with the UK General Data Protection Regulation, Data Protection Act 2018 and</li> </ul>                                                                                                                                                                                                                                                                                                                           |

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|  | <p>associated legislation including new AI and automated decision making regulations.</p> <ul style="list-style-type: none"> <li>• Lead the review and development of corporate data protection policies, procedures, standards and guidance.</li> <li>• Oversee arrangements for maintaining Records of Processing Activities and advise services on their responsibilities.</li> <li>• Advise Information Asset Owners on lawful processing, transparency and accountability, including the maintenance of appropriate retention arrangements.</li> <li>• Advise on and monitor Data Protection Impact Assessments, ensuring significant risks are appropriately identified, mitigated and escalated.</li> <li>• Advise on the information governance implications of Local Government Reorganisation and organisational change programmes.</li> <li>• Act as the principal point of contact with the Information Commissioner's Office and coordinate regulatory correspondence where required.</li> </ul> |
|  | <p><b>2. Information Governance Framework</b></p> <ul style="list-style-type: none"> <li>• Provide professional leadership for the continued development, implementation and improvement of the Council's Information Governance Framework.</li> <li>• Promote a strong organisational culture of information stewardship, accountability and compliance.</li> <li>• Identify emerging risks, trends and opportunities for improvement and make recommendations to senior management.</li> <li>• Embed best-practice information governance arrangements across the Council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | <p><b>3. Information Rights</b></p> <ul style="list-style-type: none"> <li>• Oversee the Council's arrangements for responding to Subject Access Requests, Freedom of Information requests and Environmental Information Regulations requests.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|  | <ul style="list-style-type: none"> <li>• Ensure statutory deadlines are met and that responses are lawful, consistent and appropriately authorised.</li> <li>• Provide professional advice on complex, high-risk or sensitive disclosure decisions.</li> <li>• Advise on exemptions, exceptions, redaction and public interest considerations.</li> <li>• Monitor performance, identify recurring themes and recommend service improvements.</li> <li>• Support the Council's approach to transparency, accountability and information rights compliance.</li> </ul>                                                                    |
|  | <p><b>4. Data Sharing and Contracts</b></p> <ul style="list-style-type: none"> <li>• Provide authoritative information governance advice on contracts, non-disclosure agreements, partnerships, shared services and collaborative working arrangements.</li> <li>• Lead or quality-assure the preparation and review of Data Sharing Agreements, Information Sharing Protocols and Privacy Notices.</li> <li>• Advise on information governance requirements arising from operational initiatives, procurements, partnerships and the contractual or data-sharing arrangements required for Local Government Reorganisation.</li> </ul> |
|  | <p><b>5. Incident Management</b></p> <ul style="list-style-type: none"> <li>• Provide professional oversight and advice regarding personal data breaches, information governance incidents and information security concerns.</li> <li>• Maintain records of incidents, outcomes and lessons learned.</li> <li>• Advise on the effectiveness of organisational and technical controls designed to protect information assets.</li> </ul>                                                                                                                                                                                                |
|  | <p><b>6. Data Integrity and Portability</b></p> <ul style="list-style-type: none"> <li>• Provide information governance and data-assurance leadership for Local Government Reorganisation and associated transformation programmes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                                                | <ul style="list-style-type: none"> <li>• Establish and promote corporate standards relating to data quality, integrity, ownership and migration readiness.</li> <li>• Validate and assure datasets to support migration, integration and organisational transition activities.</li> <li>• Assess migration datasets against corporate standards for data quality, integrity, ownership, security, retention and lawful processing.</li> </ul> <p><b>7. Training and Awareness</b></p> <ul style="list-style-type: none"> <li>• Develop and oversee a risk-based programme of data protection and information governance training and awareness activity.</li> <li>• Deliver professional briefings and training sessions to employees, Information Asset Owners, senior leaders and, occasionally, elected Councillors.</li> <li>• Ensure that information governance considerations are embedded within induction and organisational development programmes.</li> </ul> <p><b>8. Governance and Reporting</b></p> <ul style="list-style-type: none"> <li>• Prepare and present reports on compliance, information rights performance, incidents, risks and improvement activities.</li> <li>• Coordinate the agenda, evidence and follow-up actions required to support the Corporate Information Governance Group.</li> <li>• Escalate significant, systemic or unresolved risks through the Council's governance arrangements, including to the Executive Management Team where appropriate.</li> <li>• Support internal audit, external audit, regulatory reviews and governance inspections.</li> </ul> |
| <p>Charlotte Caven-Atack – Assistant Director for Corporate Services</p> <p>September 2026</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |