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| Finance and Corporate Services | |
| Job Description | |
| Data Protection and Information Governance Officer | |
| Grade LS08 | Post Number: tbc |
| Responsible to: | Assistant Director for Corporate Governance |
| Responsible for: | Ensuring compliance with UK GDPR and related legislation, managing information governance frameworks, handling information rights requests, advising on data sharing and contracts, managing data incidents, supporting data integrity and migration (assisting with Local Government Reorganisation (LGR)), delivering training and awareness, and coordinating governance and reporting. |
| Main duties and responsibilities: | <p>1. Data Protection Compliance</p> <ul style="list-style-type: none"> • Responsible for managing and overseeing compliance with the UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018, and related legislation, formally being the Council's Data Protection Officer. • Maintain and develop data protection policies, procedures, and guidance. • Support the maintenance of records of processing activities. • Provide expert advice to services on lawful processing, data sharing, and privacy requirements. • Assist with Data Protection Impact Assessments (DPIAs) and risk assessments. • Liaise with the ICO when necessary • Advising on implications of data and information management with regards to LGR. |

2. Information Governance Framework

- Contribute to the delivery of the Council's Information Governance Framework.
- Support and educate Information Asset Owners (IAOs) in understanding and managing their information assets, including appropriate storage, security and disposal.
- Promote and embed good information handling practices and a culture that values and protects information across the organisation.
- Undertake audits, monitoring, and reporting on compliance.
- Cascading best practice information governance with the advent of LGR.

3. Information Rights

- Manage and support statutory information requests, including SARs, FOI and EIR requests, ensuring compliance with statutory deadlines
- Work with managers to ensure appropriate redaction, lawful disclosure of information, and exemptions are fully understood and applied.

4. Data Sharing and Contracts

- Provide specialist advice on data sharing and information governance requirements for contracts, partnerships and third parties and under Local Government Reorganisation
- Support the development and review of:
 - Data Sharing Agreements (DSAs)
 - Privacy notices
 - Information governance clauses in contracts
- Ensure appropriate safeguards are in place when working with third parties.

5. Incident Management

- Support the management of data breaches and incidents.
- Assist in investigating incidents and identifying corrective actions.
- Report to the Information Commissioner's Office (ICO) where required.
- Proactively introduce and check technical measures such as encryption, restricted access and spot checks, as well as training for data owners, to ensure data security.

6. Data Integrity and Portability

- Coordinate the collection of ICT and digital service data across systems and service areas to support LGR.
- Validate and assure data quality, ensuring accuracy, completeness and consistency in line with corporate standards.
- Audit and reconcile datasets, identifying gaps, inconsistencies and risks to support migration readiness.
- Prepare and document data for migration and integration, supporting system alignment and organisational transition under LGR.

7. Training and Awareness

- Deliver or support data protection and information governance training across the Council.
- Promote awareness of policies, procedures, and responsibilities.
- Support induction training for new staff.

8. Governance and Reporting

- Coordinate and provide reports to the Corporate Information Governance Group and escalate to the Executive Management Team if necessary.
- Support audits (internal and external) and compliance reviews.

Charlotte Caven-Atack – Assistant Director for Corporate Services

May 2026