

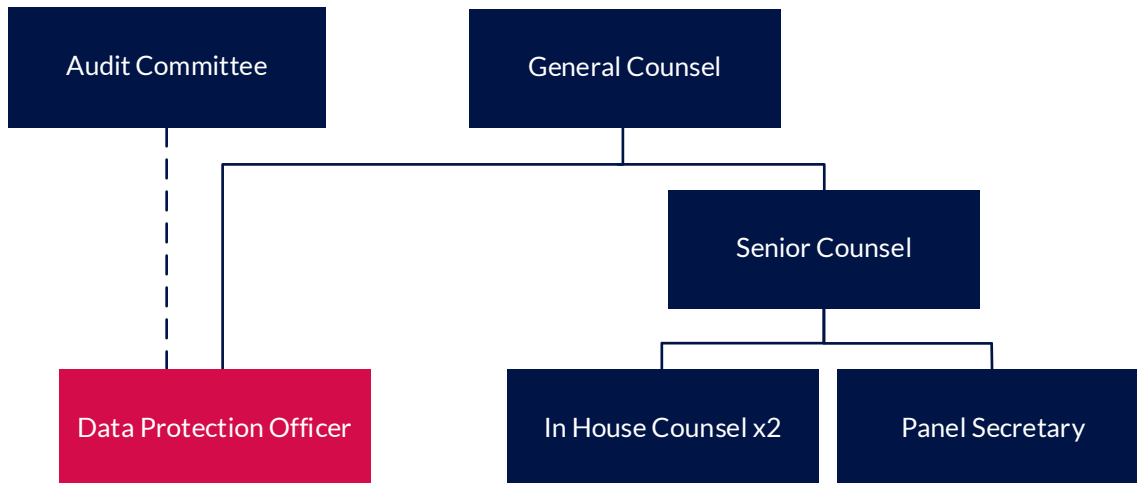
## JOB STATEMENT

### Data Protection Officer

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This statement is for guidance only and does not form part of any contract of employment.

#### Department Organisation Chart



#### Job Purpose

Acts as Data Protection Officer (DPO) fulfilling all obligations and requirements under UK and EU data protection law, in particular the General Data Protection Regulation (GDPR). Advises the Audit Committee and Executive on compliance with data protection law in a professional and timely manner. Supports the General Counsel's directorate in ensuring compliance with Freedom of Information Act obligations or policies and advising on relevant law as required. Assists with general corporate and commercial law matters (including review of supplier agreements) and performs other tasks as required.

#### Core Duties

- Provide ongoing advice and guidance to the organisation on compliance with the GDPR, Data Protection Act 2018 and where applicable, the Police and Criminal Justice Authorities Directive and e-Privacy Regulation.
- Carry out and advise on PSA data protection impact assessments
- Review and update PSA data protection policies, processes, guidelines (to include assignment of responsibilities across PSA and handling data subject enhanced rights requests) and privacy statements.
- Carry out Board, CAP and staff training and establish procedures for training new employees.
- Carry out periodic audits to ensure compliance with data protection law and in particular the GDPR.

- Manage all requests from ICO on data protection issues and consult with the ICO where required by the GDPR or otherwise where appropriate.
- Manage all data subject enhanced rights requests in a professional and timely and manner.

### **Other Duties**

To support General Counsel and the legal team with the following as required:

- Perform duties of FOIA Officer for the organisation.
- Draft, review and negotiate contracts, to ensure they are compliant and fit for purpose and achieve best legal and commercial outcomes.
- Assist with the delivery of high-quality legal advice and support on corporate law matters where required and/or appropriate.
- Ad-hoc projects and other duties as required.

### **Knowledge, Skills & Experience**

- Minimum 5 years PQE as a data protection lawyer
- Corporate and commercial law experience is desirable
- High intellectual capability and general understanding of the technological environment in which PSA operates.
- Excellent written, listening and speaking communication skills, with a high level of accuracy and attention to detail. A self-starter with a proactive approach to providing a legal service and managing the expectations of all clients and audiences.
- An effective project manager who can plan and prioritise workloads effectively.