

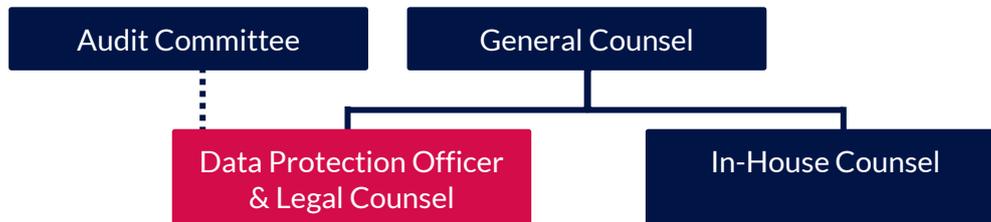
## JOB STATEMENT

### Data Protection Officer & Legal Counsel

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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 data protection law in a professional and timely manner. Supports the legal team in providing legal advice and support to the organisation and responding swiftly and positively to legal and regulatory risks and developments.

#### Core Duties

- Provide ongoing advice and guidance to the organisation on compliance with the Data Protection Act 1998, the GDPR, and where applicable, the Police and Criminal Justice Authorities Directive, as well as the forthcoming e-Privacy Regulation.
- Carry out and advise on PSA data protection impact assessment
- Review and update PSA data protection policies, processes, guidelines (to include assignment of responsibilities across PSA and data subject access 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 access requests in a professional and timely and manner.

#### Other Duties

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

- Ensure the delivery of high quality legal services to the Board and Executive and deputise where required and/or appropriate.
- Research, analyse and communicate legislative and regulatory developments that are likely to affect the work of PSA and/or its regulatory landscape.

- Provide support to the Head of Investigations and Enforcement in the management of investigations and enforcement casework, including coaching to Investigation Executives as appropriate.
- Provide legal advice and support to the Investigations Oversight Panel, Code Adjudication Panel and Tribunals to ensure effective consideration of cases and legally sound decision making. Act as clerk to the Tribunal and produce comprehensive written judgements and adjudications.
- Work proactively with fellow management team members to enhance organisational and operational process and effectiveness, working on projects and initiatives as required.
- Provide advice and guidance on the interpretation and development of the PSA Code of Practice (Code), supporting Procedures, Code Guidance and Compliance Updates.
- Provide technical legal advice on UK and EU law – particularly with regard to communications law, consumer law, payment services regulation, employment law, commercial law, privacy law.
- Draft, review and negotiate contracts, to ensure they are compliant and fit for purpose.
- Perform duties of FOIA Officer for the organisation.
- Ad-hoc projects and other duties as required.

### Knowledge, Skills & Experience

- Minimum 5 years PQE as a data protection lawyer in addition to experience as a senior lawyer or In-House Counsel.
- 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.
- A wide range of legal skills including legal research, drafting and negotiation, as well as good commercial and technology experience. Some public law, regulatory and dispute resolution experience is highly desirable
- A good understanding of UK and EU law and how it impacts the PSA and the industry it regulates.

### Main Contacts

#### Internal

- Audit Committee
- Leadership Team
- Other members of the Management Team
- Contact Assessment Manager
- Investigation and Enforcement Team
- Senior Policy Executive
- Investigatory Oversight Panel
- Code Adjudication Panel Members

#### External

- Information Commissioners Office
- Other regulators in the UK and abroad
- Data subjects
- Legal partners and firms
- Industry
- Government bodies
- Enforcement agencies