



# Role profile

<b>Job title</b>	Data Protection Manager	
<b>Role family</b>	<b>Management responsibility:</b>	
Finance	Does this role have management responsibility for others? <b>No</b>	Manager / Specialist
<b>Overall purpose of role</b>		
<ul style="list-style-type: none"><li>- To ensure ICAEW handles personal data in compliance with data protection law and manages risks accordingly</li><li>- To promote best practice in personal data management across ICAEW</li><li>- Advise the organisation on external developments and act as internal monitor of compliance</li><li>- To act as a subject matter expert for Data Protection and Privacy by Design, providing high quality, commercially focused advice and support.</li></ul>		
<b>Main responsibilities of role</b>		
<ul style="list-style-type: none"><li>• Inform and advise all levels of ICAEW staff and management of obligations under data protection legislation, including developing and refining working practice and creating in house workshops and training sessions</li><li>• Respond to data protection queries from the organisation and provide pragmatic, commercially minded advice and support.</li><li>• Develop, review and oversee appropriate policies and procedures for data handling and retention across all types of media</li><li>• Promote data protection matters within ICAEW through regular contact and day to day support / business partnering</li><li>• Work with departments to conduct data protection due diligence on new and existing suppliers within UK, EU and internationally.</li><li>• Support and advise legal team with contractual data protection provisions when required.</li><li>• Work with the data protection team and external DPO to provide high quality advice and support when responding to Subject Access Requests, breaches of personal data and information security incidents within the required statutory timeframes</li><li>• Advise on and support with Data Protection Impact Assessments, Legitimate Interest Assessments, Record of Processing Activities and Data Mapping</li><li>• Contribute to the development of ICAEW data protection strategy and privacy by design,</li><li>• Work closely with IT Security Manager to implement best practice in personal data management and handling</li><li>• Preparing board and executive committee reports regarding data protection compliance across the Institute and presenting at Board level.</li><li>• Working with the DPO to carry out regular auditing and monitoring regarding compliance with data protection legislation within departments.</li></ul>		

- Out of hours cover will be required to manage any personal data breaches, and in the event of a breach, work may be required to coordinate plans, respond to issues and minimise disruption to the business
- Specific duties will vary from time to time in line with the business needs

## **ICAEW values – all staff are expected to work to these values**

### The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

#### **Initiative**

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

#### **Insight**

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

#### **Integrity**

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

## **Candidate profile**

- Qualifications and certifications relating to data protection and privacy frameworks are highly desirable, although candidates who can demonstrate a strong understanding and practical implementation of data protection legislation will be considered
- Excellent awareness of data protection requirements, including GDPR. Candidates will ideally hold Certified GDPR Practitioner status at time of recruitment or be able to attain it quickly
- Project management skills, ideally with a recognised qualification
- Understanding of data processing operations and security environments
- Gravitas and communication skills to make an effective business partner at any level of the organisation
- Good knowledge of MS Office application including Excel and Microsoft Teams
- Experience of establishing, managing and continually improving a Privacy Compliance Framework (eg under ISO27001) highly desirable

