

Job description	
Job title	Deputy Data Protection Officer
Grade	O
Directorate	Resources
Section/team	Legal Services
Accountable to	Data Protection Officer Senior Solicitor (Employment and Information Governance) Head of Legal Services Assistant Executive Director (Governance and Assets)
Responsible for	N/A
Date reviewed	13 March 2023

Purpose of the job

Data Protection

To provide support and deputise for the Council's Data Protection Officer, working with the Council's Senior Solicitor (Employment and Information Governance) in ensuring that the Council meets a high level of compliance with data protection law and in embedding a culture of data protection and information security within the Council.

To advise on all data protection issues within the Council including the assessment and mitigation of risk, giving advice and guidance to staff and external partners and providers where appropriate.

To support the Council's Data Protection Officer and Senior Solicitor (Employment and Information Governance) in ensuring all schools in the Knowsley area meet a high level of compliance with data protection law and embed a culture of data protection and information security within each school.

Requests for Information

To support the Council's Data Protection Officer and Senior Solicitor (Employment and Information Governance) in developing strategies and systems and giving advice to staff and external partners and providers where

appropriate in respect of requests for information under the Freedom of Information Act 2000 (the Act) and the Environmental Information Regulations 2004 (the Regulations) particularly in respect of the lawful use of exemptions under the Act and exceptions under the Regulations

To support the Council's Data Protection Officer in dealing with complaints and/or requests from the Information Commissioner's Office relating to respect of requests for information under the Act or the Regulations.

Duties and responsibilities

This is not a comprehensive list of all tasks, that may be specifically required of the post-holder. It is an indicative list of the nature of the work and likely tasks to be undertaken;

Data Protection

1. To have expert knowledge of the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and any other relevant data protection legislation to support policy implementation.
2. To support the Council's Data Protection Officer in continuing, maintaining and improving (where necessary) the Council's UK GDPR and DPA compliance measures, building on the existing foundations.
3. To support the Council's Data Protection Officer in updating the Council's Data Protection and Information Security suite of policies and strategies so that they reflect the requirements of the UK GDPR, the DPA and any other legislation relating to data protection. Providing advice to staff and external partners and providers as to the impact and implementation of any changes in those policies.
4. To support the Council's Data Protection Officer in the promotion of best practice through the Council's Corporate Information Governance Group and to support the delivery of workstreams arising from that group.
5. To deputise for the Council's Data Protection Officer as necessary at the Council's Corporate Information Governance Group in delivering updates on Data Protection and Freedom of Information issues along with Data Breaches and recent issues to note.
6. To support the Council's Data Protection Officer in ensuring robust and effective Information Governance policies and procedures are embedded across the Council.
7. To support the Council's Data Protection Officer in overseeing the work of the Council's Data Protection Compliance Officers and the Council's Data Protection Support Officer along with any other staff dedicated to data protection issues.
8. To support the Council's Data Protection Officer in overseeing the advice provided to officers of the Council and school employees as well as for key

programmes and projects on issues relating to the UK GDPR, the Data Protection Act 2018, and other relevant legislation.

9. To support the Councils Data Protection Officer in developing, providing and delivering bespoke training sessions in respect of the requirements of the UK GDPR within the Council, schools signed up to the Information Governance SLA and Elected Members, as appropriate.
10. To promote best practice on Information Sharing and Data Processing and to provide advice and assistance in respect of both.
11. To maintain expert knowledge of data protection legislation and case law.
12. To ensure good working relations and communications with services, officers, members, schools and other external organisations with regard to data protection and information security.
13. To support the Council's Data Protection Officer in dealing with Subject Access Requests under the UK GDPR and support the Councils Data Protection Officer in providing assistance to the Councils service teams with the management of requests including the use of relevant exemptions and specific redaction queries.
14. To support the Councils Data Protection Officer in ensuring the annual review of the Council's Record of Processing Activities (ROPA) and Privacy Notices is completed and ensuring Compliance Officers liaise with service leads to update such record and/or notices.
15. To support the Council's Data Protection Officer in reviewing annually the Council's data protection e-learning module and implementing any changes that are considered necessary.
16. To support the Councils Data Protection Officer in the delivery of the Council's Information Governance Service Level Agreement (SLA) to all schools that have bought in to it.
17. To support the Councils Data Protection Officer in maintaining and monitoring the documentation, notification and communication of Information Security breaches professionally liaising with senior management and the ICO where necessary. Consulting with the DPO when deputising.
18. To support the Councils Data Protection Officer on high risk data breaches and the reporting of data breaches to the ICO within the statutory 72 hour reporting period. To deputise for the Councils Data Protection Officer at the Councils Investigation Panel to present on such breaches where necessary.
19. To support the Councils Data Protection Officer in implementing and monitoring the performance of, Data Protection Impact Assessments and to aid Council service teams in the undertaking of this work.
20. To support the Councils Data Protection Officer in providing assistance to Council service teams with Freedom of Information and Environmental Information Regulation requests, including approval of the use of relevant exemptions or exceptions.

21. To maintain an up to date knowledge of current and developing data protection legislation, external standards and best practice, Freedom of Information and Environmental Information Regulations.
22. To support the Councils Data Protection Officer in providing support and assistance to the Councils Data Protection Compliance Officer when they act as the Data Protection Officer for all schools that have subscribed to the Councils School Data Protection Service Level Agreement.
23. To support the Councils Data Protection Officer in the completion of the annual Data Security Protection Toolkit, working with the Councils Head of Information Technology and Cyber Security Manager, to ensure the Council has adequate assurance in place to enable secure sharing of personal information across health settings.
24. To support the Councils Data Protection Officer on cyber issues including incident management in the event of a cyber incident impacting Council networks and systems.
25. To deputise for the Councils Data Protection Officer as necessary at the Cheshire & Merseyside Information Governance Leads meetings.
26. To support the Councils Data Protection Officer in providing Data Protection support for the Regionalised Adoption Agency under the terms of a Collaboration Agreement where the Council are Host Authority.

General

27. To follow the Council's policies on equality and diversity in employment and service delivery.
28. To carry out such other tasks and duties commensurate with the grade, as may be required by the post holder's line manager(s).
29. The post will include line management responsibility.

Health and safety

- To use office equipment as advised and instructed
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Act in accordance with the Information Security Acceptable Use policy and Data Protection Policy
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference
- Report actual or potential information security incidents

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.