

Job description	
Job title	Redaction Support Officer
Grade	F (SCP 12 to SCP 17)
Directorate	Resources
Section/team	Legal Services
Accountable to	Data Protection Officer
Responsible for	N/A
Date reviewed	11 August 2022

Purpose of the job

Redaction

To provide a high level redaction support service for the Council with particular focus on work arising from the Children's Social Care and Adult Social Care teams ensuring that all documents to be redacted are done so in accordance with best practice and guidance and giving advice and guidance to Council staff and external partners and providers where appropriate as directed by the Council's Data Protection Officer and Data Protection Compliance Officers.

Data Protection

To support the Council's Data Protection Officer and Data Protection Compliance Officers 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.

Where capacity permits to support on other 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 as directed by the Council's Data Protection Officer and Data Protection Compliance Officers.

Where capacity permits to support the Council's Data Protection Officer and Data Protection Compliance Officers to ensure 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

Where capacity permits to support the Council's Data Protection Officer and Data Protection Compliance Officers 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

Where capacity permits to assist the Council's Data Protection Officer and Data Protection Compliance Officers 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;

Redaction

1. To have knowledge of the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA) and best practice and guidance relating to the redaction of documents containing special category data.

Data Protection

2. To have 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.
3. To support officers of the Council and school employees on issues relating to the UK GDPR, the Data Protection Act 2018, and other relevant legislation.
4. To assist with bespoke training sessions in respect of the requirements of the UK GDPR within the Council and schools as appropriate.
5. To support the Data Protection Compliance Officers and the Data Protection Officer to promote best practice through the Council's Information Governance Group and to support the delivery of work streams arising from that group.
6. To promote best practice on Information Sharing and Data Processing and to provide advice and assistance in respect of both.
7. To maintain knowledge of data protection legislation and case law.
8. To ensure good working relations and communications with services, officers, members, schools and other external organisations with regard to data protection and information security.

9. To support the Council's Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's data protection policies and where appropriate providing support to staff and external partners and providers as to the impact and implementation of any changes in those policies.
10. To support the Council's Data Protection Officer and Data Protection Compliance Officers in dealing with Subject Access Requests under the UK GDPR.
11. To support the Council's Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's Record of Processing Activities (ROPA) and Privacy Notices and liaise with service leads to update such record and/or notices.
12. To support the Council's Data Protection Officer and Data Protection Compliance Officers in reviewing annually the Council's data protection e-learning module and implementing any changes that are considered necessary.

Requests for Information

13. To support the Council's Data Protection Officer and Data Protection Compliance Officers in 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.
14. To support the Council's Data Protection Officer and Data Protection Compliance Officers 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.
15. To support the development and delivery of requests for information training as appropriate.

General

16. To follow the Council's policies on equality and diversity in employment and service delivery.
17. To carry out such other tasks and duties commensurate with the grade, as may be required by the post holder's line manager(s).

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.