

JOB DESCRIPTION

Post: Data Protection Decision Maker
Grade: Band E **Job Evaluation Ref:** B820
District/Department: Joint Information Management Department
Sector/Section: -
Location: OCC, Wymondham or PHQ, Martlesham
Reporting to: Information Compliance Manager (ICM)

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

To ensure the Force meets its statutory obligations under the Data Protection Act 1998 and associated legislation, protocols and standards in relation to responding to requests and queries to access personal data from external organisations and members of public.

2. Main activities of the role *(This list is not exhaustive)*

- Assist in the development and management of Policy regarding disclosure of information under the Data Protection Act 1998, together with associated issues and legislation
- Line manage the supervision of decision making functions and staff
 - Oversee the administration of all requests for information received by the Unit, including ensuring that requests are logged and actioned in order of priority
 - Oversee the research and response for all Data Protection related requests for information, including ensuring that a minimum of 90% of requests are completed within the statutory deadlines and all requests are handled in accordance with force policy
 - Ensure that processes and documentation meet corporate standards and are capable of producing management information on performance, including reporting on income generation
- Ability to interpret and apply information related legislations and protocols/guidance/standards to enable appropriate decision making on:
 - Court Orders/Direction Orders
 - Section 35 (2) – complex and/or sensitive cases
 - In house Subject Access Requests (SAR) – complex and/or sensitive cases
 - SARs received from other organisations i.e. they require our consent
 - Requests for Legal Aid applications
 - Suffolk Constabulary Child Protection (SSCP)
 - Children & Family Court Advisory and Support Services (CAFCASS)
 - Other disclosures as directed
- Develop and implement a quality assurance framework to review the decision made and research undertaken by the DP Assistants
- Prepare regular performance reports for the ICM and make recommendations on Force's data protection, subject access and disclosure processes and risks
- Administer the SAR and Decision Making processes including the handling of moneys within the department for SARs.
- Authorise decisions on the correct, lawful and timely disclosure of information via the Data Protection Act 1998.
- Provide expert knowledge and advice in respect of data protection, subject access and disclosure to internal and external customers such as members of the public seeking to access information.

- Responsible for ensuring legal obligations within area of business are discharged and raising any concerns of non-compliance with the ICM through regular reporting.
- Line manage and support the DP Assistants and their functions, including PDR; work allocation; performance, absence and conduct management; continuous professional development of staff.
- Keep up to date with relevant information related legislation i.e. Data Protection Act, Human Rights Act, good practice/protocols/guidance/standards and being self-aware of national developments, both ACPO and non-policing organisations within area of business and communicate relevant updates to ICM and staff.
- Any other duties that are commensurate with the role and grade as may be requested by line management.

3. Special conditions/Points to note

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusion.

PERSON SPECIFICATION

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Essential Criteria

1. Demonstrate experience in a decision making role (preferably involving sensitive/complex cases) with the ability to assess information/situations
2. Demonstrate knowledge and ability to interpret and apply the Data Protection Act and its principles.
3. Significant experience in a customer service role
4. Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines
5. Experience of developing and delivering a classroom based training programme
6. Good keyboard skills and a working knowledge of Microsoft Office with the ability to prepare reports, letters and memos
7. Experience of supervising and motivating a team with appropriate people management skills
8. Experience of supervising the delivery of a function, ensuring processes are appropriate, efficient and transparent.

Desirable criteria

1. Appropriate qualification in Data Protection i.e. ISEB
2. Practical experience of handling data protection issues, preferably in a policing or public sector context
3. Ability to travel as required throughout Norfolk and Suffolk and to other locations as appropriate