

JOB DESCRIPTION

Post: Compliance Assistant

Grade: Band D

Job Evaluation Ref:

D1841

District/Department:

Sector/Section:

Location: Based in Suffolk
PHQ with requirement to travel
throughout Norfolk and Suffolk
and other appropriate locations

Reporting to: Beth Mortimer

ACTIVITIES AND RESPONSIBILITIES OF THE POST

1. Principal purpose of the role

Responsible for ensuring both Norfolk and Suffolk Constabulary respond to requests for information and amendments to information held on Constabulary systems within a statutory time period. To ensure the Constabularies are compliant with relevant legislation and that the Constabularies are not penalised by the information Commissioner's Office (ICO) by means of financial penalty.

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

- Provide specialist advice and guidance to business areas on information compliance related matters
- Provide advice and guidance to enquiries from members of the public via telephone and email
- Assist in completing Data Protection Impact assessments for all new projects
- Assist in the process to conduct reviews in response to ICO assessments to provide a response to the ICO within required time limits
- Assess requests from members of the public and staff/officers where they invoke their rights under data protection, rectification, erasure, restriction, objection and provide a written response
- Assess early deletion requests received from ACRO and create a memo with supporting evidence and recommendation as to the retention to the Compliance Officer.
- Helping to maintain the Information Asset register, ensuring that it is complete, accurate, up to date and accessible to all relevant staff
- Assist in providing expert advice and guidance on the Information Asset Owners' responsibilities and system operating rules.
- Assist in the review, amendment and submission of recommendations on the Fair processing Notice on both Force's external websites and other 'Information Management' data to the Compliance Officer.
- Assist with the review of all Force policies and procedures to ensure compliance with legislation
- Assist in the review of forms that collect personal data to ensure compliance with legislation
- Assist the Compliance Officer with the annual ICO fee
- Deliver and develop training in respect of Data Protection to all areas of the business.
- Assist in the monitoring of mandatory Data Protection training completion rates and sending follow up emails as required
- Escalation of risks/breaches and non-compliance with legislation to the Compliance Officer.
- Prepare regular performance reports for the Compliance Officer with exception reporting and make recommendations on Data Protection Compliance processes.

Validated: N Byrne 23.01.20

- Assist in the identification, development and compliance and other activities associated with the Information Assets and information processes, falling within the scope of Data Protection legislation
- To keep apprised of all updates regarding Data Protection from the ICO.
- Any other duties that are commensurate with the role and grade as may be requested by 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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Assistant

District/Department:

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Suffolk PHQ with
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throughout Norfolk and
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appropriate locations

Essential Criteria:

- Experience of working in a compliance environment
- Knowledge of the Data Protection Act and/or other legislations including the Management of Police Information (MOPI) statutory guidance
- Ability to analyse information from a number of sources to reach a conclusion on the effectiveness of controls and processes
- Effective verbal and written communication and influencing skills and experience of writing comprehensive reports
- Good keyboard skills and working knowledge of Microsoft Office Suite
- Good planning skills with the ability to effectively organise, prioritise and review work to achieve deadlines
- Ability to work on own initiative with minimal supervision and also as part of a wider team
- Experience of managing a multiple caseload with competing priorities and adhering to strict deadlines
- Evidenced ability to create accurate documents, demonstrating excellent attention to detail

Desirable criteria

- Experience of working within a Policing environment
- Ability to travel a required throughout Norfolk and Suffolk and to other locations as appropriate.