



DATA PROTECTION COMPLIANCE MANAGER

JOB DESCRIPTION

JOB TITLE:	Data Protection Compliance Manager
BASED:	Old Police House, Hyde Park, London, W2 2UH
SALARY:	£39,000 - £44,000 per annum
TERMS:	6-12 month fixed term, full time (36 hours a week) or part-time (14.5 hours a week minimum) 26 days annual leave pro rata, plus Public Holidays. A pension scheme is available.

REPORTING TO: Director of Resources

KEY

RELATIONSHIPS: You will be a key member of the Resources Directorate, working closely with the Records Manager and Fundraising Data Manager. You will work with all teams across the charity that process personal data, particularly Fundraising & Engagement and Commercial teams and Park Offices.

BACKGROUND:

The Royal Parks (TRP) is a charity created to support and manage 5,000 acres of Royal parkland, looking after eight of London's largest open spaces; Hyde, The Green, Richmond, Greenwich, St James's, Bushy and The Regent's Parks, and Kensington Gardens. They also manage other important open spaces in the capital including Primrose Hill, Brompton Cemetery, Victoria Tower Gardens, Canning Green and Poet's Corner.

The Royal Parks is a registered charity, number 1172042, created in March 2017 to manage 5,000 acres of historic Royal parkland across London. For further information please visit: www.royalparks.org.uk.

JOB PURPOSE:

As a data protection expert with proven project management and staff training experience, you will drive the charity's continuing GDPR compliance. The post is available on either a full-time or a part-time basis for 6-12 months, depending on hours worked, and is focussed on ensuring that our data protection policies and procedures remain up to date and are fully embedded throughout The Royal Parks. This will entail working closely with colleagues across the charity, completing audits, delivering training and advising on process improvements.

The Data Protection Compliance Manager is key to many important areas of work within the Royal Parks including the operational management of the Parks, stakeholder liaison, fundraising, marketing and volunteer management.

You will have a thorough understanding of DPA, PECR, and GDPR legislation and practice, including reporting breaches and updating policies. You will be a self-starter with the ability to work independently, but also will work well with others. As a large part of the role relates to improving staff understanding of how GDPR relates to individuals' work in our eight parks, you will have strong communication skills and the ability to deliver relevant internal training on data protection and GDPR, contributing to organisational and cultural change.

You will be confident in your ability influence decision making at a senior level.

The role is based in Hyde Park, but you will be required to work at all eight of The Royal Parks.

Please note that if the post holder would like to work full time then the length of the fixed term contract will be 6 months. If the post holder is only able to work part time then this will extend the length of the contract up to 12 months.

OBJECTIVES/RESPONSIBILITIES

Strategic Objectives

- Lead The Royal Parks' continuing GDPR compliance
- Ensure staff across the organisation continue to receive appropriate data protection training relevant to their roles and that GDPR compliance is embedded throughout The Royal Parks
- Finalise the audits of personal data held and used by the organisation
- Continue to ensure data protection policies and procedures remain up to date and that all 3rd party processing agreements required are in place

Responsibilities

Lead The Royal Parks towards continuing GDPR compliance –

- Report directly to the Director of Resources who is the Data Protection Officer

- Influence decision making at a senior level to support ongoing organisational and cultural change.
- Use enthusiasm, expertise and own initiative to develop the project plan to lead The Royal Parks towards GDPR compliance

Ensure staff across the organisation continue to receive appropriate data protection training relevant to their roles and that GDPR compliance is embedded throughout The Royal Parks –

- Promote data protection awareness and understanding across The Royal Parks by informing and training staff
- Have a regular presence at all offices and parks to support the embedding of GDPR compliance
- Manage the implementation of new data protection procedures and policies, supporting staff to standardise systems and delete locally held data as necessary
- Ensure regular staff refresher training and ensure that new staff receive data protection training on induction
- Advise staff on all aspects of data processing: privacy notices, collection, storage, usage, retention and destruction
- Advise on data protection, including impact assessments, risk mitigation, data transfers and 3rd party processing

Finalise the audits of personal data held and used by the organisation –

- Finalise the work already undertaken to conduct a thorough internal audit of all current data storage within the Royal Parks
- Complete the audit of all data processing activities, both internal and external, including the full life cycle of collection, storage, usage, retention and destruction
- Ensure that audits remain up to date with any new activities / systems documented and compliant
- Identify any future requirements that the Royal Parks may have for processing personal data and ensure that these include data protection by design

Continue to ensure data protection policies and procedures remain up to date and that all necessary 3rd party processing agreements are in place –

- Combine own data protection expertise with advice from external legal support where necessary
- Seek to make the best use of personal data within the organisation
- Provide recommendations for changes to processing activities to comply with GDPR legislation, linking to the Fundraising Strategy for the organisation, which is under development
- Define and document new policies, procedures and working practices for processing personal data as necessary
- Work with the Information Services and Technology team to update policies on data security and breach management as necessary

PERSON SPECIFICATION

Competencies/Selection Criteria	Essential/ Desirable
Qualifications/ Knowledge/ Experience	
Supporting and advising colleagues across an organisation to improve their data protection understanding and compliance	E
Extensive data protection experience	E
Thorough understanding of DPA, PECR and GDPR	E
Experience in training staff in a wide variety of roles in data protection and its relevance to them	E
Experience in auditing and documenting data processing activities	E
Project management experience	E
Experience reviewing and updating policies, procedures and working practices	E
You should ideally have at least one of: <ul style="list-style-type: none"> Data Protection Certification (EU/GDPR/P, CIPP/E) Security/Compliance Auditing (ISO 27001) 	D
Not for profit sector experience, or understanding of fundraising, marketing, and volunteer management	D
Skills/ Competencies/ Personal Qualities	
Confident trainer with the ability to ensure staff can understand how the legislation relates to them in their roles	E
Strong communication skills, inspire and educate others	E
Ability to balance risk with needs and identify pragmatic and effective solutions	E
Thorough and accurate auditing & documenting	E
Work with range of disciplines including legal, charitable, operational	E
Work diligently and deliver results to tight deadlines	E
Ability to influence decision making at a senior level and gain commitment from senior management and key stakeholders	D
Pro-active, adaptable approach, able to work in a changing environment	D
Additional Requirements	
Successful candidate will be based in Hyde Park but will work extensively from all our park offices across Greater London	E