

## Job Description – Data Protection Officer

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<b>Status:</b>	<b>Permanent</b>
<b>Location:</b>	<b>Leatherhead, Surrey - Hybrid</b>
<b>Reporting to:</b>	<b>Group Staff Alignment Lead</b>
<b>Department:</b>	<b>Operations</b>

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### About Police Federation of England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

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### Primary Function

The Data Protection Officer will act as PFEWs expert in Data Protection and will be responsible for monitoring internal compliance, and Data Protection impact and assessments. The DPO will lead and evaluate risk relating to privacy and data protection across the organisation and work collaboratively with senior stakeholders to promote compliance.

This role will be responsible for ensuring that PFEW is compliant in UK GDPR and data protection laws, policies, awareness raising, training and audits. The DPO will be the main point of contact for data subjects and the Information Commissioners Office and work closely with the internal Governance team and independent advisors.

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### Key Responsibilities

- Develop and maintain PFEW compliance policies and procedures for GDPR and compliance metrics and standards
- Develop and maintain data protection and privacy policies, and security around personal data according to Article 32
- Advise on Data Protection Impact Assessment process, monitoring its performance pursuant to Article 35

- Act as a contact point for data subjects and the supervisory authority on issues relating to processing
  - Implementation of data protection audits to evidence compliance and accountability
  - Lead on awareness raising, training and audits
  - Oversee the maintenance of records required to demonstrate GDPR compliance
  - Main point of contact for ICO in relation to data incident response and data breaches
  - Lead PFEW response to any regulatory investigation or request for information
  - Provide advice in relation to complaints and appeals by data subjects, including areas where the Data Protection Act and Freedom of Information Act both have a bearing
  - Line management and development of Data Protection Advisor
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### **Key Skills & Experience**

- Possess a relevant Data Protection qualification and at least 7 years' experience in a similar role
- Experience of influencing, leading and educating peers on topics relating to data protection
- Expert in data protection laws and strong working knowledge of policies, awareness raising, training and audits
- Able to collaborate with stakeholders and work independently with the highest level of professionalism and confidentiality
- Have a pragmatic approach and ability to balance risk with operational benefits
- Good working knowledge of the Freedom of Information Act 2000
- Excellent communication skills, both written and verbally
- Experience of working within a regulated environment or for a non-for-profit or staff association will be advantageous

### **Additional Requirements**

- Due to the requirements of the role, there may be the requirement to travel to branches across the country
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### **What PFEW will offer you**

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

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## **Interview Process**

- Telephone Interview with Talent Acquisition Lead
- Take home assessment
- Interview with Group Staff Alignment Lead and Head of Strategy and Risk and Policy and Research.

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\*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.