



advice and support for older age

**Independent
Age**

JOB DESCRIPTION

Job Title:	➤ Information Governance Officer (Fixed Term – 18 months)
Division:	➤ Corporate Services
Salary Band:	➤ Circa 40K per annum
Reporting to:	➤ Chief Information Officer
Direct Reports:	➤ None
Location:	➤ Head Office: 18 Avonmore Road, London, W14 8RR

Job Purpose

To support Independent Age in operating in a compliant manner and in accordance with best practice in respect of data protection and privacy legislation

Main Responsibilities

- Review working practices and support colleagues across the organization to ensure their work is compliant with data protection and privacy legislation
- Support in the creation of Data Protection Impact Assessments, Legitimate Interest Assessments and Rights and Freedoms Risk Assessments
- Manage the end-to-end process for any information requests and subject access requests
- Assist staff in the cleansing of data in line with the Retention Policy
- Coordinate data agreements with 3rd parties where required and review the data protection clauses in contracts and ensure that all agreements that involve the interchange of personal data are GDPR compliant
- Manage the Information Asset Register
- Provide advice and guidance as required and manage the Data Protection inbox
- Monitor internal compliance by managing the Incident Log, DP complaints Log and Subject Access Log and provide reports to the Senior Management Team.
- Keep abreast of legal developments and make recommendations to ensure compliance
- Be a member of the relevant groups to manage DSARs, requests for deletion, incidents etc. and provide advice and guidance on legislation and best practice
- Undertake audits and report on findings
- Produce reports for the Chief Information Officer and SMT on information governance incidents and requests
- Ensure SMT are kept up to date on all information risk issues

- Work alongside the People and Organisational Development team to organise/deliver GDPR training and log and report on attendance/completion and results
- Review, maintain and deliver new starter data inductions
- To observe and comply with all Independent Age Policies and Procedures.
- Undertake any other responsibilities as required.

Job descriptions are not exhaustive and so the post-holder may be required to undertake other duties as appropriate.

Independent Age is committed to equality of opportunity and of eliminating discrimination. All employees are expected to adhere to the principles set out in our Equal Opportunities Policy and all other relevant guidance/practice frameworks

PERSON SPECIFICATION

Criteria	Requirements	Essential (E) Desirable (D)
Education & Qualifications	<ul style="list-style-type: none"> Degree or degree level qualification or equivalent 	D
Experience & Knowledge	<ul style="list-style-type: none"> Evidence of significant data Protection/General Data Protection Regulations training Demonstrable experience in managing organisational data protection ensuring compliance with GDPR, DPA2018, PECR Demonstrable experienced in internal data auditing, reporting compliance levels Demonstrable experience of preparing/delivering data protection training Familiarity with computer security systems The ability to understand and comply with relevant organisational policies and procedures, taking responsibility for assessing and managing risks around the use of information. 	E E E E D E
Skills & Abilities	<ul style="list-style-type: none"> Record/Log/Register management Ability to write clear and concise reports for working groups Ability to handle confidential information Excellent organisational skills with excellent attention to detail Systematic, disciplined, and analytical approach to problem solving with demonstrable verbal and written communications skills. 	E E E E E