

Role Title	Information Rights Officer			
Job Family	Knowledge and Information Management	Sub Category	Knowledge and Information Management	Grade C4
Behaviours	<ul style="list-style-type: none"> Communicating and Influencing Making Effective Decisions Working Together Managing a Quality Service Leadership Charter 			
Purpose	Support the SIRO in providing assurance to the board that FCDO Services is complying with data protection legislation.			



Key Accountabilities

- Create and manage data protection policies, guidance and strategies, design and deliver supporting communication and learning
- Identify information assets containing personal data; establish and implement a data protection compliance monitoring regime and provide management information reports
- Manage the breach process, including near misses
- Embed privacy by design through regular sessions with project managers, service managers, process owners and by reviewing applicable business cases made to the Investment Board in relation to data privacy. Work with business areas on formal documentation required such as Data Protection Impact assessments, sharing agreements, processing agreements
- Manage information requests under data protection legislation, including subject access requests, right to object, right to restrict processing, right to erasure, right to rectification, etc.
- Identify and escalate privacy risks through the SIRO risk register. Work with Corporate Information Assurance (IA) Office on mitigating any data privacy exceptions/risks raised by IA community

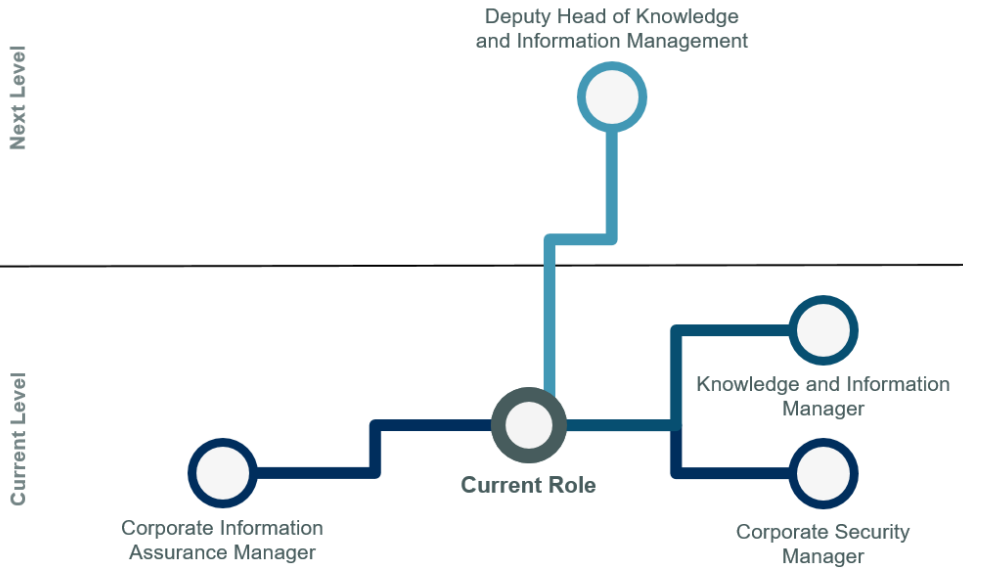
Authority and Scope

- Line management of 1 x A2 Knowledge and Information Officer
- Advice as subject matter expert for personal data management under General Data Protection Regulation (GDPR).

Internal and External Communications

- Deliver advice to all with data protection responsibilities, from IA community to Executive Board, stakeholders across the business, and to partners, suppliers and customers
- Work with stakeholders to investigate incidents and near misses and ensure compliance, e.g. procurement and supplier compliance, with FCDO Services customer facing roles, such as Account Managers; inputting into any tenders/bids as appropriate
- Liaise with FCDO Data protection team to collaborate on common issues and work together to resolve any grey areas.

Potential Next Career Moves



Skills

- Governance
- Risk management
- Information management
- Data Protection
- Freedom of Information
- Analyse, interrogate and evaluate data
- Draft/author professional/technical documents
- Interpret professional/technical documents
- Service reporting.

Qualifications, Knowledge and Experience

Essential

- Relevant RQF Level 3 qualification: Foundation Certificate in Information Governance or equivalent
- Experience of dealing with subject access requests.

Desirable

- Practitioner level CSEG KIM Accreditations.