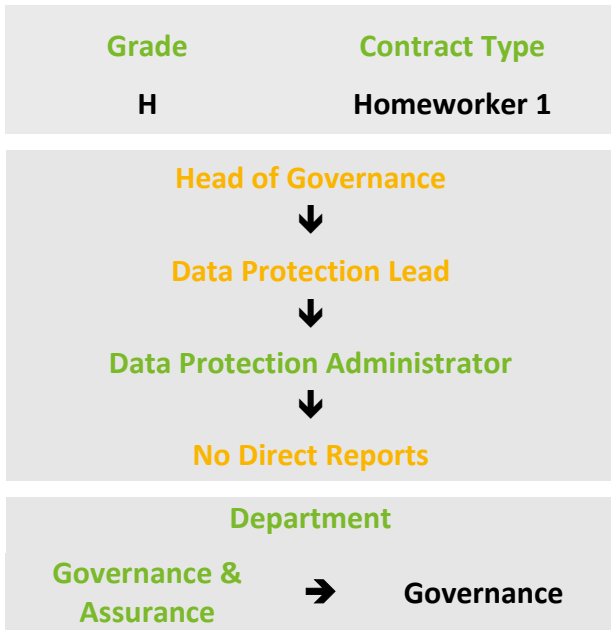


# Data Protection Administrator



**Role Overview**

Provide effective, efficient support to the Data Protection Lead to ensure compliance with legislation and support colleagues across the Group to understand the requirements

## RESPONSIBILITIES

- Work with the Data Protection Lead to support colleagues across the Group to understand the requirements.
- Manage a caseload of active data subject access requests, including the gathering of information, reviewing, updating the live request log and meeting relevant deadlines
- Complete data breach reviews and support with investigations as required
- Process and release CCTV download requests in a timely manner, maintaining the internal register of requests and managing third party (ie police), colleague and contractor enquiries and communications
- Respond to enquiries and refer to the Data Protection Lead for more complex enquiries
- Support with reviewing, updating and maintaining the internal data asset map/inventory, Information Sharing Agreements, Data Protection Impact Assessments and any other reporting or monitoring requirements
- Communicate established processes and procedures to a range of audiences as required

**Our values**



**Honest & Reliable**  
We are authentic, open and dependable; and we do what we say we'll do.



**Caring**  
We show kindness and consideration to our customers and each other.



**Respectful & Fair**  
We listen to people, and strive for equity and inclusivity in all that we do.

- To participate in training and undertake appropriate learning and development as required by the role
- Support the Data Protection Lead with the development and implementation of any new processes or documentation in response to any new regulation or legislation
- Attend and support meetings of the internal Data Protection Working Group
- Undertake additional duties appropriate to the role and/or grade

## STRENGTHS

- ✓ Demonstrable ability to work under pressure and to tight deadlines
- ✓ Demonstrable ability to effectively engage with business stakeholders within the organisation
- ✓ Clear and articulate communication skills, both written & verbal
- ✓ Ability to work well as part of a team and autonomously with minimal supervision when required
- ✓ Ability to take a problem-solving approach to work tasks

## ESSENTIAL REQUIREMENTS

- ✓ Experience of working sensitively with confidential information
- ✓ Strong prioritisation, organisation/time management and record keeping skills
- ✓ Previous administration/diary management experience
- ✓ Excellent IT skills with proficiency in Microsoft Office
- ✓ GCSE Maths and English (or equivalent)

## BENEFICIAL TO THE ROLE

- ✓ Experience/knowledge of Data Protection Legislation
- ✓ Social Housing experience