

UNISON

Job Brief – Data Protection & Information Officer, Systems Management Section

Introduction and Role

1. UNISON is Britain's leading trade union, with 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our 12 regions across the UK, including Northern Ireland.
2. As a membership organisation, protecting personal data is a core principle for us, so we need to develop and maintain high standards of practice.
3. The DP&IO will be key to developing and improving UNISON's Data Protection provisions and will provide advice and guidance to managers, staff and branch officials.
4. The post holder will be expected to develop policy and procedures, maintain a privacy and data protection knowledge base, deliver presentations, and facilitate both face to face and on-line training to a wide audience of lay and full time officials in the regions and in the UNISON Centre.
5. The post holder will also assist with developing and maintaining UNISON's Information Strategy, establishing organisational Information storage requirements.
6. The Data Protection Officer role is a demanding position, requiring a willingness to travel across the United Kingdom and to provide training and awareness support to a range of employees and lay members alike. The post holder will have to prioritise her/his working arrangements to demonstrate commitment to partnership working with senior lay officials. UNISON will support this commitment by upholding the importance of the work/life balance ethos.

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DATA PROTECTION & INFORMATION OFFICER SYSTEMS MANAGEMENT SECTION REF: ORD/126

JOB DESCRIPTION

Grade:	4
Hours:	35 per week
Location:	UNISON Centre, Euston Road, NW1 2AY
Reports to:	Head of Client Support & ICT Systems
Accountable to:	Assistant General Secretary, Organisation and Resource Development

Overall Summary

This post is key in supporting the Organisation and Resource Development function, to ensure that European and national statutory requirements are met in relation to data protection. Key responsibilities are:

- Managing Data Protection Compliance and advising on legal requirements and best practice
- Being the lead contact with the Information Commissioner's Office with regard to potential complaints and breaches, ensuring that requests for information are properly handled
- Provide an audit role and provide monitoring data to the Head of Customer Support & Quality and Secretariat on organisational compliance and conformance
- Development and maintenance of a DPA knowledge base for UNISON officials, lay members and activists
- Development and delivery of a comprehensive privacy awareness training programme including face to face and on-line training

Key Tasks and Responsibilities

- Co-ordinate Data Protection Act activities (including training) with other information governance leads e.g. Member Liaison Unit, Regional Managers, Records Management Staff etc

- Ensure organisational compliance, and conformance with Data protection Principles and highlight key risk areas to the Head of Customer Support and Quality
- Develop, Implement and enforce a suitable and relevant Data Protection Policy and ensure it is reviewed on an annual basis
- Develop, Implement and enforce a suitable and relevant Data Sharing Code of Practice and ensure that third parties which UNISON deals with comply with the necessary practices and agreements held.
- Provide information and guidance on the processing of all personal data
- Process, co-ordinate and respond to all requests for information
- Maintain and establish a register of data owners for sets of information and educate the data owners on their responsibilities (what is data, how is it used, who has access to it). Maintain data flow maps as necessary. Maintain UNISON's annual notification to the Information Commissioner's Office
- Undertake systematic Data protection Act compliance audits in accordance with the Information Commissioners audit tool, including any third party premises where appropriate
- Assist with investigations into complaints about breaches of the act and undertake reporting/remedial action as required. Maintain a log of any incidents and remedial recommendations and actions.
- Provide comprehensive reports to the Head of Customer Support and Quality and Secretariat on the organisations compliance with the Data Protection Act and related provisions
- Interpret and provide guidance to the organisation on forthcoming and actual changes to relevant legislation on Privacy and the Data Protection Act
- Promote Data protection awareness throughout the organisation by providing training and written procedures that are widely disseminated and made available to all staff and branch officials.
- Develop and implement a Privacy Impact Assessment tool
- Establish an organisational Data protection group and develop and implement an awareness and training programme
- Ensure that developments in Data Protection requirements and legislation are tracked and that the organisation is in apposition to comply with future requirements

- Advise on Information good practice and standards related to UNISON's overall ICT strategy needs, including business continuity requirements, and participate in any future Information projects
- Define, update and maintain the retention schedule and physical items inventory log
- Manage the UNISON Centre Information and archiving process, providing advice and guidance to users on the retention schedule, storage requirements and managing the relationship with the off-site archiving and storage provider

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Person Specification and Selection Criteria

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON's equal opportunities policy. It is given to all job applicants for information.

Assessment code

A – Application form

PI – Panel interview

Heading	Selection criteria	Assessment
1. Thinking	1.1 The ability to develop policies, strategies and problem solving solutions using <ul style="list-style-type: none">• Legal requirements for compliance• The analysis of complex information including performance statistics• An understanding of what constitutes best practice• Awareness of Information systems and data bases to determine how processes need to be developed• An awareness of the political environment• An awareness of how membership organisations need to adapt and prioritise Data protection issues• Risk management and risk reduction techniques to facilitate continuous improvement	A & PI
	1.2 A commitment to personal and staff development that supports the Unit's objectives and maximises the awareness of the organisation to new and changing requirements	A & PI
2. Interpersonal and Communication	2.1 Developed interpersonal skills including <ul style="list-style-type: none">• Leadership• Team Working	A & PI

	<ul style="list-style-type: none"> • Mentoring, coaching and training • Handling difficult relationships • Handling complaints • Ability to work in partnership with lay members <p>2.2 Experience of advocacy in difficult situations</p> <p>2.3 Experience of influencing people at all levels internally and externally</p> <ul style="list-style-type: none"> • Presentation skills • Writing correspondence, reports newsletters etc <p>2.4 A detailed understanding of and the ability to use Information and communications technology</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
3. Initiative and Independence	<p>3.1 Track record of using initiative and independence involving decision making and discretion</p> <p>3.2 Able to plan/complete implementations and contribute to culture change</p> <p>3.3 Ability to devise training plans and to deliver these to groups of staff and branch officials</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p>
4. Professional & Technical Skills	<p>4.1 A good working knowledge of the Data Protection Act (1998) and an understanding of the implications of current proposals to strengthen the European regulations</p> <p>4.2 A good working knowledge of Information Security (inc BS7799) principles and practice</p> <p>4.3 The ability to analyse legislative requirements and relate these to organisational practices and solutions</p> <p>4.4 A good working knowledge of information risk analysis and risk management</p> <p>4.5 A good working knowledge of quality</p>	<p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p> <p>A & PI</p>

	assurance principles and practice	
	4.6 A positive attitude to learning and development, demonstrated by a record of continuous professional development	A & PI
	4.7 Experience in the development and delivery of training methodologies to achieve successful outcomes	A & PI
5. Resource Management	5.1 Ability to work on and manage projects including <ul style="list-style-type: none"> • Planning and evaluation experience • Time management, and management of priorities • Setting clear objectives 	A & PI
6. Physical Skills <i>(with DDA modification where necessary)</i>	6.1 Keyboard skills	A
7. General Knowledge	7.1 Understanding of and commitment to UNISON'S aims and objectives including the principles of equality and democracy	A & PI
	7.2 In depth understanding of the role of trade unions and the national and local social and political environment in which the union operates	A & PI
	7.3 Knowledge of ICT packages including Microsoft Office suite.	A & PI

Other Information

Please submit **three** copies of your completed application form.

Completed application forms (three copies) should be returned to Shauna McDonald, UNISON, 130 Euston Rd, London, NW1 2AY by no later than **Friday 03 November 2017** quoting ref: **ORD/126**. Please mark your envelope **CONFIDENTIAL STAFFING**.

Interviews for this position will be held on 23 November 2017 in central London.

Short listed applicants will be contacted by 17 November 2017.