

UNISON

JOB BRIEF

OVERALL SUMMARY

1. UNISON is UK'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, and development and maintenance of high standards of practice is key; the Data Protection Co-ordinator is key to developing and building on UNISON's current data protection provisions.
3. The Data Protection Co-ordinator will play a major role in helping UNISON implement the numerous changes that the recent change in data protection law in the UK has necessitated. The new UK-GDPR (General Data Protection Regulation) and amended Data Protection Act (2018) came into effect on 31 January 2020 following Brexit..
4. Working with the Head of Data Protection and Information Compliance, the post holder will :
 - develop and maintain UNISON's record retention schedule
 - carry out data flow reviews and create data flow maps for key processes across the union
 - develop training materials for staff and lay members
 - provide support for subject access requests and the rights provided that are provided under the GDPR
 - work closely with UNISON Centre departments to ensure data processing complies with the provisions of the GDPR
5. The work will also include providing data protection support for UNISON's charity "There For You", Managers in Partnership and UNISON's holiday resort Croyde Bay.

UNISON
DATA PROTECTION CO-ORDINATOR
SYSTEMS MANAGEMENT SECTION
REF: ORD/137

JOB DESCRIPTION

Grade: 5
Hours: 35 per week
Location: UNISON Centre, Euston Road, NW1 2AY
Reports to: Head of Data Protection & Information
Compliance

OVERALL SUMMARY

This post is key in supporting the Organisation and Resource Development function, to ensure that statutory requirements are met in relation to data protection. The post supports the Head of Data Protection and Information Compliance in ensuring that UNISON, UNISON's charity There For You, Managers in Partnership and UNISON's holiday resort Croyde Bay comply with data protection legislation.

KEY TASKS AND RESPONSIBILITIES

Working with the DPIO:

- Developing and maintaining a data protection portal for UNISON officials, lay members and activists; and a data protection knowledge base for regional and national staff. Both should take account of any changes to the UK-GDPR (General Data Protection Regulation) and amended Data Protection Act (2018).
- Development, delivery and promotion of UNISON's mandatory data protection training and bespoke training for specific groups of data users.
- Development and promotion of comprehensive data protection guidance materials and provision of advice on its use to both staff and lay members.
- Coordinate responses to subject access requests ("SARs"), and all other data subject rights in accordance with legislation and within statutory deadlines.
- Work with UNISON Centre departments to develop, maintain and comply with departmental and UNISON's record retention schedule
- Establish and maintain a register of data owners for sets of information and educate the owners on their responsibilities (what is data, how is it used, who has access to it)
- Establish and maintain data flow maps for data processes across the union to help ensure that UNISON fulfils the accountability principle in the GDPR
- Investigation of complaints and data protection breaches. Maintaining a log of any incidents and remedial recommendations and actions

	4.2 Knowledge of ICT packages including Microsoft Office suite (Word, SharePoint)	A & PI
5. Physical Skills (<i>with EA modification where necessary</i>)	5.1 Keyboard skills	A
6. General Knowledge	6.1 Understanding of and commitment to UNISON's aims and objectives including the principles of equality and democracy	A & PI
	6.2 Understanding of the role of trade unions and the national and local social and political environment in which the union operates	A & PI