

UNISON

JOB TITLE: Data protection team – Data Protection Administrator

OVERALL SUMMARY

- 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, and development and maintenance of high standards of practice is key; the Data Protection Administrator is key to developing and building on UNISON's current data protection provisions.
- 3.** The Data Protection Administrator plays a major role in helping UNISON comply with The General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018.

Data Protection Administrator
SYSTEMS MANAGEMENT SECTION
ORGANISATION & RESOURCE DEVELOPMENT

JOB DESCRIPTION

Grade: 7
Hours: 35 per week
Location: UNISON Centre, Euston Road, NW1 2AY
Reports to: Data Protection and Information Officer

OVERALL SUMMARY

This post is key in supporting the Organisation and Resource Development function, to ensure that data protection legislation is complied with. The post supports the Data Protection and Information Officer (DPIO) 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

- Provide support for subject access requests (SAR) and the enhanced rights that individuals will be provided with under the GDPR. This will include document searches and information gathering and large quantities of photocopying, scanning and redacting of documents;
- Help to investigate complaints about data protection breaches;
- help to maintain a log of data protection breaches or near misses, and remedial recommendations and actions;
- provide support and maintain a log for erasure requests;
- provide general admin support for the data protection team;
- support the team in carrying out data flow reviews and creating data flow maps for key processes across the union;
- help record the statistics of the number of data protection requests made to the team including: SARs, erasure requests, data breaches etc;
- Establish and maintain data flow maps for data processes across the union to help ensure that UNISON fulfils the accountability principle in the GDPR;
- Assist with the investigation of complaints about data protection breaches. Maintaining a log of any incidents and remedial recommendations and actions;

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. Interpersonal and Communication	1.1 Strong interpersonal skills including <ul style="list-style-type: none"> • Team Working • Ability to work in partnership with staff and lay members 1.2 Ability to communicate effectively with different audiences both in writing and orally	A & PI
2. Initiative and Independence	2.1 Ability to work on own initiative 2.2 Ability to understand new complex ideas and concepts quickly 2.3 Ability to work to tight / legal deadlines	A & PI
3. Knowledge and Thinking	3.1 Some understanding of data protection law/provisions 3.2 Experienced and competent user of ICT packages including MS Office suite and SharePoint	A & PI
5. Resource Management	5.1 Ability to prioritise workload	A & PI
6. Physical Skills <i>(with EA 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