

UNISON

JOB TITLE: Data Protection Team – Data Protection Administrator

OVERALL SUMMARY

- 1.** UNISON is the UK's largest trade union, serving more than 1.3 million members working in a range of public services and utilities, whether they're employed by private companies, public authorities or in the community and voluntary sector. We employ 1,200 members of staff, with approximately 370 at our national centre in London and the remainder in our 12 regional offices across the UK, including Northern Ireland.
- 2.** As a membership organisation that processes special category data on a large scale, 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 Coordinator plays a major role in helping UNISON comply with the UK General Data Protection Regulation (UK GDPR) and the 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: Head of Data Protection & Information Compliance

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 Head of Data Protection & Information Compliance in ensuring that UNISON complies with data protection legislation.

KEY TASKS AND RESPONSIBILITIES

- Process subject access requests (SARs) in line with the UK GDPR. This will include corresponding with UNISON staff and lay members to collate data, using specialist software to prepare documentation for disclosure, applying exemptions to the data in line with Schedule 2 of the DPA 2018 and working to statutory deadlines.
- Investigate personal data breaches in line with the UK GDPR. This will include assessing the severity and level of risk to people's rights and freedoms, corresponding with UNISON staff and lay members to determine how the breach occurred, identify mitigation measures to prevent reoccurrences, and working to statutory deadlines.
- Maintain the internal breach register as required by data protection legislation of personal data breaches, including remedial recommendations and actions.
- Process erasure requests in line with the UK GDPR. This will include corresponding with UNISON staff and lay members to determine what personal data is being processed and for what purpose, referring to UNISON's retention policy and working to statutory deadlines.
- Provide general admin support for the data protection team.
- Help maintain a record of departmental statistics, including the number of data protection requests made to the team including SARs, erasure requests, data breaches and complaints.
- Establish and maintain data flow maps for data processes across the union to help ensure that UNISON fulfils the accountability principle in the UK GDPR.

- Assist with the investigation of complaints about data protection breaches. Maintaining a log of any incidents and remedial recommendations and actions.
- Help monitor completion of UNISON's mandatory data protection training.

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 on complicated or sensitive matters.	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 organise own workload to meet statutory deadlines.	A & PI
3. Knowledge and Thinking	3.1 Understand data protection legislation. 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