



Diocese of Westminster

Job Profile	Assistant Data Protection Officer
Department / Parish / Agency	Data Protection
Reporting to	Data Protection Officer
Cost Centre	125
Location / Address	The role is based at Vaughan House, SW1P 1QN However, we are currently operating a hybrid model of working which includes some home working provision
Management of	n/a
Contract type	Permanent
Hours	35 hours per week (Monday to Friday from 9:00-17:00)
Salary	£35,000 per/annum
Job Reference	267-125

Job Purpose:

The Assistant DPO will help ensure that the Diocese of Westminster (DOW) meets its obligations under General Data Protection Regulation (UK GDPR).

Reporting to the DPO, the Assistant DPO will monitor compliance and data practices internally to ensure the organisation and its functions comply with the applicable requirements under the UK GDPR and relevant national legislation.

Principle duties and responsibilities but not limited to:

The Assistant DPO will work with the DPO to develop and monitor policies and standards applicable to DOW in compliance with the UK GDPR and relevant national legislation. Duties will include:

- Implementing measures and a privacy governance framework to manage data use in compliance with the UK GDPR and relevant national legislation, including developing templates for data collection, advising on and assisting with data mapping and records of data processing.
- Working with key internal stakeholders in the review of operations and projects and related data processing to ensure compliance with data privacy laws, and where necessary, advising on and monitoring data protection privacy impact assessments and assist with internal audits.
- Serving as a point of contact; supporting and advising on issues of compliance for queries from Central Services, parishes and other agencies of the Diocese.
- Reviewing third party data processing and data sharing arrangements.
- Assist with ongoing reviews of DOW's privacy governance framework and regular and ad hoc reporting on data privacy compliance.
- Developing and delivering privacy training within DOW, either in person or electronically, to increase awareness among employees and volunteers both in the Central Services and in the parishes of data privacy and security issues.
- Coordinating, conducting and monitoring data privacy audits.
- Collaborating with the DPO to develop and maintain all records required by statute and to ensure timely remediation of incidents impacting personal data including impact assessments, data breach response, complaints, claims or notifications.
- Responding to and advising on data subject rights requests, other rights of individuals under the UK GDPR and other third-party requests.

Our Diocese Values

Catholic social teaching covers all spheres of life, whether this is economic, political, personal or spiritual. At the heart of Catholic social teaching are principles and the four ethical values of love, truthfulness, justice, and freedom.

As the administrative support function of the diocese, here to serve our parishes, agencies and schools it would be out of step if we did not hold similar values.

We believe that for us to succeed we aspire to be person centered and place human dignity at our centre. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance & Love.**

Competence

We strive to achieve total competence in all that we do – as an employer and as the administrative support function to our parishes, agencies and schools we are committed to developing and maintaining our knowledge, our skills and our expertise at the highest level required to benefit those that we serve.

Reliability

Because our parishes, agencies and schools rely upon us to support them in the work that they do, we aspire to deliver with consistency excellence in service. We can be depended upon to deliver on commitments and promises and make the lives of those we support more rewarding.

Honesty

We will act with integrity, truthfulness and straightforwardness at all times. We will challenge when appropriate and act with fairness and transparency at all times. If we make an error, we will own that mistake and can be trusted to make it right. We will be authentic in our passion for the support we provide to our parishes, agencies and schools.

Perseverance

We shall always demonstrate a steady persistence in every course of action – we will be tenacious disciplined and committed. Our collective perseverance speaks to continuing to provide support and service even when faced with difficulties and challenge. We shall be persistent in our pursuit of continuous improvement and excellence and will demonstrate determination, tenacity and integrity in everything that we do.

Love

We will demonstrate our love through the dedication and devotion we extend to all our parishes, agencies and schools. We will consistently act with empathy, understanding and passion – we will value each other and celebrate colleague's success; we will support, provide care and compassion for those who need it and be relied upon to be competent, reliable & honest.

Person specification:

This section outlines the things you will need to be able to demonstrate to be a successful in your role. We expect that you will work to our shared values in everything you do. In addition to our diocesan values, you will also need to be able to demonstrate the following areas.

The statements contained in the job description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time.

Skills/competence requirements	Essential/ Desirable
Ability to understand basic data protection and principles.	E
Ability to work under pressure and to tight deadlines and manage own time effectively.	E
Good telephone manner, written communication and presentation skills.	E
Confident at communicating at all levels within the Diocese.	E
Strong change and project management skills, including the ability to manage time well, prioritise effectively and handle multiple deadlines.	E
Ability to handle confidential and sensitive information with discretion.	E
Good interpersonal skills, with a polite, pleasant and understanding manner and the ability to discuss sensitive or difficult issues openly and with diplomacy.	E
Ability to solve problems using initiative and a methodical approach to tasks.	E
Adaptable and flexible approach and able to juggle and prioritise workloads.	E
Ability to collate information from various sources (paper and electronic).	E
Must be discreet as some data is highly sensitive.	E
Understanding the nature and workings of the Catholic Church	D
Experience	
Experience in UK data privacy compliance.	E
Monitoring and adhering to compliance policy.	E
Proficient in the use of Microsoft Outlook, Word, Excel, Publisher and PowerPoint.	E
Qualifications	
Graduate or relevant experience.	E
Hold at least one data protection and/or privacy certification, such as CIPP, CIPT, CIPM, ISEB, etc. or willingness to achieve within a short period of joining.	D
Other	
A DBS check may be requested for this role	n/a