



Diocese of Westminster

Job Profile	Deputy Data Protection Officer
Department / Parish / Agency	Data Protection
Reporting to	Data Protection Officer
Cost Centre	125
Location / Address	Vaughan House, SW1P 1QN
Management of	n/a
Contract type	Permanent
Hours	35 hours per week
Salary	£40,000 - £45,000 per annum (dependent on experience)
Job reference number	771-125

Job Purpose:

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

Reporting to the DPO, the Deputy 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.

Principal duties and responsibilities:

The Deputy DPO will report to the DPO to deliver the following:

- Develop and implement a privacy governance framework to ensure data processing complies with UK GDPR and relevant legislation, including the creation of data collection templates, support with data mapping and processing records, and collaboration with internal stakeholders to review operations, advise on data protection impact assessments (DPIAs), and assist with internal audits
- Serve as a point of contact, supporting and advising on issues of compliance for queries from Central Services, parishes and other agencies of the Diocese.
- Develop and deliver data privacy training to stakeholders, either in person or electronically, to increase awareness among employees and volunteers both in the Central Services and in the parishes.
- Review 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.
- Coordinate, conduct and monitor data privacy audits and assessments.
- Collaborate with the DPO to develop and maintain all records required by statute and to ensure timely remediation of incidents impacting personal data including data breach response, complaints, claims or notifications.
- Respond to and advise on data subject rights requests, other rights of individuals under the UK GDPR and other third-party requests.

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.

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility:</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Relevant experience in a similar role	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Experience in UK data privacy compliance.	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D
Technical Skills	
Monitoring and adhering to compliance policy.	E
Proficient in the use of Microsoft Outlook, Word, Excel, Publisher and PowerPoint.	E
Graduate or relevant experience.	D
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.	E
Other Requirements	
Commitment to the mission and values of the Diocese of Westminster	E
Ability to demonstrate sensitivity and respect for diverse groups	E