

# DATA PROTECTION OFFICER

**Location:** Milton Keynes

**Hours:** 37.5 hours per week

**Salary:** Up to £45,000 per annum

**Apprenticeships:** Development opportunities are available through Apprenticeship standards

**Reporting To:** Senior Operations Director

## IN SHORT

As Data Protection Officer, you will lead and advise on all activities related to data protection and data governance measures to ensure we treat our students', staff and wider stakeholders' data with the care and level of security expected and required.

You will ensure MK College Group continues to be compliant with UK GDPR, and all relevant legislation and regulation. Working closely with the Strategic Leadership Team and our Audit and Risk Committee, you'll operate in a high-profile role to sustain a culture of effective data governance and support teams' continued development within this area. You'll have the opportunity to make a real impact at MK College Group to protect our students, staff and wider stakeholders and enhance our brand.

**MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**

## OUR BENEFITS

- 35 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card
- Employee wellbeing platform with options to book free activities

## MAKE A DIFFERENCE

In this role, you will:

- Fulfil the tasks of the designated role of Data Protection Officer (DPO) as defined by Article 39 of the GDPR
- Create and maintain appropriate data protection policies and procedures needed to manage privacy across MK College Group and track staff comprehension of their responsibilities for handling personal information
- Maintain full register of personal data breaches, Data Subject Access Requests (DSARs), Freedom of Information (FOI) requests and other information requests and lead MK College Group's response to these requests in line with UK GDPR
- Carry out data protection impact assessments and Article 30 processing records as required and support teams to ensure that 'privacy by design' is core to the delivery and operation of all services
- Ensure data processing agreements are in place with all those who process data on behalf of MK College Group and data sharing agreements are in place with all those organisations that MK College Group shares data
- Implement best practice in privacy management ensuring that a 'privacy by design' approach is embedded into new services and projects
- Design solutions for privacy risks that you have identified and assessed, and ensure these are developed in collaboration with the MK College Group Strategic Leadership Team
- Work with teams and specialist risk consultants as they create risk assessment reports and risk treatment plans
- Provide training and awareness to ensure that all colleagues understand and meet both the MK College Group's and their own data protection obligations and responsibilities
- Ensure incident management plans remain current, coordinate action plans in response to any personal data breaches and provide support for incident handling and reporting of personal data breaches
- Monitor compliance with data protection requirements and risks on an ongoing basis and undertake periodic audits and assessments
- Act as the main point of contact for the Information Commissioner's Office and other supervisory authorities and regulators as appropriate

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

## IT'S ALL ABOUT YOU

|  |  |
|--|--|
| <b>KNOWLEDGE, EXPERTISE &amp; QUALIFICATIONS</b> | <ul style="list-style-type: none"> <li>• 3 years or more proven experience in a data protection role, demonstrating strong data protection knowledge and compliance management skills</li> <li>• Relevant degree or equivalent vocational qualification</li> <li>• Ideally, one or more data protection qualifications such as EU-GDPR-P, CIPP/E etc.</li> <li>• Highly IT literate across the suite of Microsoft Office applications and experienced in utilising information systems</li> </ul>      |
| <b>IMPACT</b>                                    | <ul style="list-style-type: none"> <li>• Analytical and investigative skills to enable you to identify areas of non-compliance to determine root causes, key risks, and challenges</li> <li>• Have a clear understanding data protection legislation and ensure continued organisational compliance</li> <li>• Able to work with teams to develop their understanding of the importance of data protection, making the legislation accessible and driving a cycle of continuous improvement</li> </ul> |
| <b>QUALITY</b>                                   | <ul style="list-style-type: none"> <li>• Strong attention to detail</li> <li>• Able to write detailed and analytical reports that clearly articulate messages to senior stakeholders and influence the right decisions being made</li> </ul>   |
| <b>RESPONSIBILITY</b>                            | <ul style="list-style-type: none"> <li>• Experience of engaging with regulators is desirable</li> <li>• Effective decision-making skills, with the ability to understand complex problems, propose solution options and make a case for a preferred solution</li> <li>• Able to make good judgements regarding data protection and privacy risks</li> <li>• Able to handle confidential information</li> </ul>   |
| <b>RELATIONSHIPS &amp; REPUTATION</b>            | <ul style="list-style-type: none"> <li>• Excellent communication skills with the ability to communicate effectively with non-specialist teams, customers, senior stakeholders, and regulators</li> <li>• Good interpersonal skills with the ability to relate to and influence a diverse range of people</li> <li>• Approachable and passionate about coaching and guiding those around you</li> </ul>   |
| <b>VISION &amp; DIRECTION</b>                    | <ul style="list-style-type: none"> <li>• Able to plan, communicate and problem solve effectively</li> <li>• Ethical, with the ability to remain impartial and report all non-compliance</li> <li>• Focused on getting the right result and delivering within tight timescales</li> <li>• Able to work on your own initiative</li> </ul>  |

## ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**