

## **Data Privacy Manager**

Working hours: We are open to considering part time / full time for this position. Part times hours being 18 hours a week, flex days. Full time hours being 37.5 hours a week

## **About the role**

- Acting as the DPO in all data protection related activities, including developing and maintaining controls, reviewing policies and procedures and training staff
- Responsible for any data privacy matters (including GDPR, DPA 2018 & PECR)
- Responding to data protection queries from the business; providing advice to staff on privacy matters
- Providing advice to the business on data privacy compliance
- Managing compliance activities, such as data breach investigation and reporting
- Managing Data Subject Access Requests, erasure requests and data privacy related complaints
- Reviewing and negotiating contract clauses, including Data Controller/Processor and Joint Controller Agreements
- Updating internal privacy compliance procedures and policies
- Assisting on data privacy staff training activities
- Carrying out Privacy Impact Assessments/Data Protection Impact Assessments
- Conduct or support periodic information governance risk analysis and assessments and review solutions in place to mitigate those risks
- Provide advice and take action, where necessary, in response to audit findings and recommendations in respect of data protection and information security.

## **About You:**

- Ideally already be operating at a DPO or manager-level in a privacy focused role with experience in national and European data protection laws and practices and an in-depth understanding of the GDPR, DPA and PECR
- Good communicator, confident when working with stakeholders at all levels
- A strong understanding of corporate privacy and compliance obligations
- Experience of Data Protection Information Security from a Risk/Compliance perspective
- Strong attention to detail
- An ability to work under pressure
- An ability to be self-motivated and independent

## **What we offer:**

Apart from a working with a great team, a growing company and having the chance to learn and enhance your knowledge and qualifications, we offer;

- 25 days annual leave (28 after 3 years services), plus bank holidays
- Pension
- Regular training
- Life assurance
- Medical Cover and Dental cover
- Perks at Work – access to exclusive discounts, cinema tickets, etc.
- Free annual health screening
- Gym Loan

- £1,500 employee referral scheme

**About CIPHR:**

CIPHR is a specialist provider of SaaS HR, payroll, recruitment and learning software through its HCM platform, CIPHR Connect. CIPHR's cloud-based solutions help busy HR teams to streamline their processes across the entire employee lifecycle and spend more time working strategically.