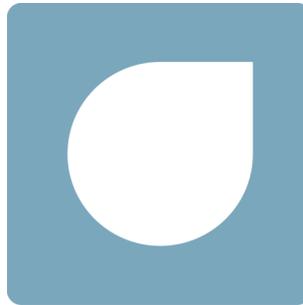




WaterAid/Joey Lawrence

# Job description

**Data Protection Officer**



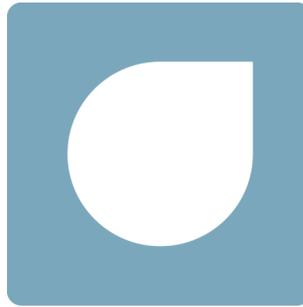
**Durham Street  
London  
SE11 5JD**

**Full time (part time options available), permanent**

**Grade 6**



## Who we are



**WaterAid is determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.**

We started in 1981 because no water charity existed and since then we've been on a mission to change normal for millions of people within a generation – by getting clean water, decent toilets and good hygiene to everyone, everywhere by 2030. Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty and change their lives for good

With clean water, decent toilets and good hygiene, children are born healthier. They get the chance to go to school and grow up to become adults. Women and men get to earn a living. Whole communities start to thrive. It sounds normal and it should be.

Changing normal is what drives us. We want to bring about change that sticks and help change lives for good. There is still a lot to do. But together with our colleagues, supporters and partners around the world we're making progress.

We welcome talented people who are still hungry to learn and grow as individuals. We are connected as WaterAiders – we have fun together and look out for one another. We're not afraid to challenge one another but we do it constructively and thoughtfully.

At WaterAid you'll be encouraged and empowered to be yourself at your very best - giving you the space to use your own talents and shape your own future, the space to change what's normal for yourself too.

We're committed to changing normal forever—are you?



**One vision.  
Three goals.**

# About the role



## Team description

The Data Protection team sits alongside the Internal Audit and Compliance team and the In-House Lawyer. The team is led by the Data Protection Manager who reports to the Head of Internal Audit (who in turn reports to the Chief Executive). The team's main goal is to embed high standards of data protection that are legally compliant and represent best practice. This includes the maintenance of data protection policies, staff training, handling subject access requests and investigating data breaches.

## Job purpose

The Data Protection Officer will help the Data Protection Manager to ensure that WaterAid maintains compliance with data protection legislation, best standards and internal policies and procedures. You will handle queries from management and requests for support and advice on data protection issues. You will support the Data Protection Manager with the management of subject access requests, collating information to enable timely responses. You will assist with data breach investigations and you will provide administrative support, maintaining breach registers and coordinating meetings. (It is not essential to have worked in a data protection post, but the post holder must have a good understanding of data protection issues and legislation).

# Accountabilities



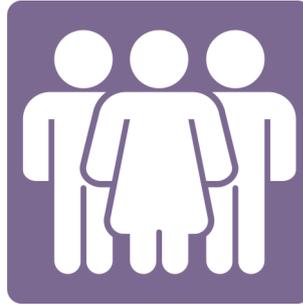
## Accountabilities

The post holder will work closely with the Data Protection Manager to embed high standards of data protection across WaterAid. This will include:-

- Responding to requests for advice on data protection and maintaining a register of such requests
- Supporting management and staff across WaterAid with the development and maintenance of data processing registers and data maps
- Supporting the Data Protection Manager with the investigation of data breaches
- Coordinating, managing and minuting key meetings, including the Data Protection Decision Group and remaining GDPR Project meetings
- Provide project management support to future data protection projects
- Supporting the Data Protection Manager with the administration of any subject access requests, data protection privacy impact assessments and legitimate interest balancing exercises.
- Supporting the Data Protection Manager in the development of staff training mechanisms (e-learning, webinars, etc) and maintenance of training records
- Work with other audit and compliance staff to conduct audits and reviews, including due diligence and data protection reviews of third party data processors and suppliers
- Maintain a register of all data protection and related policies and monitor when such policies are due for review
- Contribute to the development and embedding of data protection and related policies, to ensure policies remain relevant and compliant.

Some limited travel within the UK may be required to visit WaterAid third party data processors

# Person specification



## Essential skills

- A good understanding of data protection ,relevant legislation and related IT security arrangements
- Strong computer literacy (Microsoft Office skills, including Excel, Word, Outlook and PowerPoint)
- Demonstrable experience and skills in general and project administration. Methodical with acute attention to detail
- Strong organisational skills and a proven ability to work under pressure with competing priorities
- Creative and analytical: demonstrable ability to develop, map and improve processes
- Excellent English writing, editing and communication skills
- Ability to effectively work virtually across varying time-zones, different cultures / levels of hierarchy in a matrix management culture.
- Working style that reflects WaterAid's values of Respect, Accountability, Courage, Collaboration, Integrity and Innovation

## Desirable skills

- Educated to A level standard or equivalent
- Formal administration training and minute taking skills
- Experience of working in data protection, information security and/or compliance
- Experience of working within the voluntary sector and particularly with international NGOs