**UNISON**

**JOB TITLE:** Data Protection Team – Data Protection Coordinator

**OVERALL SUMMARY**

1. UNISON is UK’s leading trade union, with 1.3 million members working in the public services, private, voluntary and community sectors and in the energy services. We employ 1200 staff, approximately 370 at our national centre in Euston, central London and the remainder in our 12 regions across the UK, including Northern Ireland.
2. As a membership organisation, protecting personal data is a core principle for us, and development and maintenance of high standards of practice is key; the Data Protection Co-ordinator is key to developing and building on UNISON’s current data protection provisions.
3. The Data Protection Co-ordinator plays a major role in helping UNISON comply with The General Data Protection Regulation 2016 (GDPR) and Data Protection Act 2018.
4. Working with the Data Protection and Information Officer, the post holder will:
   * develop and maintain UNISON’s record retention schedule, Subject Access Request (SAR) data breach and erasure procedures and recording and producing statistics of the data protection team’s work;
   * carry out data flow reviews and create data flow maps for key processes across the union;
   * develop training materials for staff and lay members;
   * provide support for subject access requests and the rights provided that are provided under the GDPR;
   * work closely with UNISON Centre departments to ensure data processing complies with the provisions of the GDPR.
5. The work will also include providing data protection support for UNISON’s charity “There For You”, Managers in Partnership and UNISON’s holiday resort Croyde Bay.

# JOB DESCRIPTION

Grade: 5

Hours: 35 per week

Location: UNISON Centre, Euston Road, NW1 2AY Reports to: Data Protection & Information Officer

# OVERALL SUMMARY

This post is key in supporting the Organisation and Resource Development function, to ensure that data protection legislation is complied with. The post supports the Data Protection and Information Officer (DPIO) in ensuring that UNISON, UNISON’s charity There For You, Managers in Partnership and UNISON’s holiday resort Croyde Bay comply with data protection legislation.

# KEY TASKS AND RESPONSIBILITIES

Working with the DPIO:

* + Developing and maintaining a data protection knowledge base for UNISON officials, lay members and activists to comply with the data protection legislation;
  + Development and promotion of training and guidance material and provision of advice on its use to both staff and lay members. Working with regional data protection contacts to ensure its effective communication;
  + Development and delivery of a comprehensive privacy awareness training programme, including the development of e-learning materials;
  + Respond to subject access requests (“SARs”), and provision of information and guidance on individuals’ rights including the right of subject access;
  + Work with UNISON Centre departments to develop, maintain and enforcement of the record retention schedule;
  + Establish and maintain a register of data owners for sets of information and educate the owners on their responsibilities (what is data, how is it used, who has access to it);
  + Establish and maintain data flow maps for data processes across the union to help ensure that UNISON fulfils the accountability principle in the GDPR;
  + Investigation of complaints about data protection breaches. Maintaining a log of any incidents and remedial recommendations and actions

# PERSON SPECIFICATION AND SELECTION CRITERIA

UNISON is an equal opportunities employer, committed to providing equal opportunities regardless of race or ethnic origin, gender identity, family situation, sexual orientation, disability, religion or age. This person specification is designed to help members of Interviewing Panels judge the qualities of interviewees in a systematic and consistent way and in accordance with UNISON’s equal opportunities policy. It is given to all job applicants for information.

**Assessment code**

**A – Application form Pl – Panel interview**

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| **Heading** | **Selection criteria** | **Assessment** |
| **1. Interpersonal and Communication** | * 1. Strong interpersonal skills including      + Team Working      + Ability to promote data protection compliance at all levels of an organisation      + Ability to work in partnership with staff and lay members      + Risk management and risk reduction techniques to facilitate continuous improvement   2. Ability to communicate effectively with different audiences both in writing and orally  1. Handling difficult service users | **A & Pl**  **A & Pl**  **A & Pl** |
| **2. Initiative and Independence** | * 1. Ability to work on own initiative   2. Ability to understand new complex ideas and concepts quickly   3. Ability to work to tight deadlines | **A & Pl A & Pl**  **A & Pl** |
| **3. Knowledge and Thinking** | * 1. Understanding of the principles of data protection and how they apply to unions   2. Knowledge and experience of processing subject access requests   3. Experience of using ICT packages including MS Office suite and SharePoint | **A & Pl**  **A & PI A & PI** |
| **4. Resource Management** | * 1. Ability to manage small projects   2. Ability to prioritise workload | **A & Pl**  **A & Pl** |
|  |  |  |
| **5. Physical Skills** *(with EA modification where*  *necessary)* | 5.1 Keyboard skills | **A** |
| **6. General Knowledge** | * 1. Understanding of and commitment to UNISON’s aims and objectives including the principles of equality and democracy   2. Understanding of the role of trade unions and the national and local social and political environment in which the union operates | **A & Pl**  **A & Pl** |

**Other Information**

Please send 3 copies of the completed application form to Shauna McDonald, SMS, UNISON Centre, London NW1 2AY quoting **ref: ORD/126**. Application forms must be received by no later than 5pm on Friday 29 November 2019.

Interviews will be held on week commencing 9 December 2019.