



European Union
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Social Fund



**Active
Lancashire**
SPORT / HEALTH / INSPIRE

Role profile

Data Protection Officer



Role profile

Post Data Protection Officer	Reporting to Director of Business
Salary NJC Scale Point 23-28 £28,226-£32,798	Contract 37 hours, full time, fixed term to 31 st March 2024
Location Hybrid working, combination of remote working from home and working from the Leyland Office	Benefits Flexible working hours; free parking (Leyland based roles); access to Local Government Pension Scheme; 33 days holiday inclusive of Bank Holidays plus additional discretionary Christmas Leave; regular wellbeing activities, wellbeing hour and team development activities; A commitment to your professional development

About Active Lancashire

Founded in 2000, Active Lancashire is the strategic lead for sport and physical activity in Lancashire. We are one of 43 Sport England led [Active Partnerships](#) that drive a sports and physically active delivery system across the country. Our role means that we engage partners, empower communities and enable individuals across the county so that they can reap the benefits of a more physically-active lifestyle.

Together with our partners, we achieve this by leading, facilitating and delivering [life-changing projects](#) and services across the county that tackle inequalities, transform communities and help people lead happier and more prosperous lives.

By joining our organisation, you will gain a better understanding of local communities and the issues they face, and how our partnership work tackles those issues. Your work will have a direct impact on our communities and bring positive change into people's lives.

Our strategy - A Decade of Movement

In 2021, we launched our new strategy, marking an important moment in our history and an exciting moment for the future of Lancashire. 'A Decade of Movement' is based on the belief that every individual deserves to live an enjoyable and active lifestyle.

The links between increased levels of physical activity and improved health are well known and by getting more active, we know that individuals across the county can transform their lives. Our new strategy highlights that through our partner work and the delivery of our projects and services, we can use the power of physical activity to improve employment rates, decrease levels of deprivation and improve overall health in Lancashire.

We want to see a future where every person has access to, and benefits from a physically-active lifestyle. To learn more, we invite you to watch our strategy [video](#), or alternatively, you can download the summary document [here](#).



Our values

Through living our values, we shape our own culture and influence those around us.

We believe in our values and will apply them every day in everything that we do from delivering our projects and services to our participants, engaging with our partners and stakeholders and working together as a team.

If you are applying for a job with Active Lancashire, you will be asked to demonstrate some of the Active Lancashire values and how they would apply in your everyday work. **You may want to think about work experience or volunteering you have done or experiences from your personal life such as helping friends or family.**

Working Together



We drive partnerships and work collaboratively

Everyone counts



We value, respect and appreciate every voice

Forward Thinking



We are innovative, bold and strive to improve

Influencing change



Inspire others to change behaviours and improve lives

Passion



We are passionate about what we do and care how we do it

People first



People are at heart of everything we do

The role

Reporting to the Director of Business, this role will be responsible for being the data management and information sharing compliance lead on the Business Health Matters Project, providing data management expertise and communicating records management requirements to Business Health Matters colleagues.

For more information on the Business Health Matters Project, please visit <https://www.businesshealthmatters.org.uk> and <https://www.youtube.com/watch?v=czKKE7vrWPQ>

This role will also be the lead officer responsible for helping Active Lancashire meet its obligations with regards data protection law, including the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The post holder will work closely with all departments within Active Lancashire, improving their performance through the development and review of key processes related to Data Protection and GDPR. This role will also manage Active Lancashire's document retention schedule, working with department heads to ensure that the information we keep is in line with the law.

The successful candidate will be able to form highly effective working relationships with managers and team members who must understand and follow the DPA and GDPR and develop supportive and constructive relationships with team members within the organisation. In addition, the successful candidate will also form effective relationships as appropriate with our delivery partners and key stakeholders.

Responsibilities

Business Health Matters Project

- Act as the Data Protection Officer for Business Health Matters.
- Manage and document the data flows for the Business Health Matters project.
- Work with other joint data controllers of the Business Health Matters Project to ensure that Active Lancashire as “lead controller” complies and conforms with Data Protection/ GDPR and highlight key risks to the Business Health Matters ISCF Executive Committee, working with the Director of Business to develop solutions to mitigate risk.
- Develop, implement and maintain suitable and relevant Data Protection policies and procedures for the Business Health Matters Project.
- Maintain the register of processing activity including the information asset register, contracts register and information sharing agreements.
- Oversee, develop and maintain the processes for responding to requests for information, including Subject Access Request’s.
- Develop and maintain the incident reporting process for IG Incidents. Investigate incidents.
- Provide information, advice and guidance to the Business Health Matters Delivery Partner organisations around their contractual obligations relating to Data Protection and GDPR.

Active Lancashire

- Act as the Data Protection Officer for Active Lancashire and provide periodic reports the Executive Leadership Team and/or Active Lancashire Board.
- Support Active Lancashire to comply and conform with Data Protection/ GDPR and highlight key risks to the Director of Business and work with them to develop solutions to mitigate risk.
- Develop, implement and maintain suitable and relevant Data Protection Policies for Active Lancashire and its projects and services and ensure they are renewed on an annual basis.
- Oversee, develop and maintain the processes for responding to requests for information, including Subject Access Request’s.
- Responsible for ensuring that Active Lancashire’s Privacy Policy is reviewed and updated.
- Develop and maintain the incident reporting process for IG Incidents. Investigate incidents.
- Ensure all staff complete information governance training and relevant cyber security training.
- Provide support to business functions regarding data protection requirements, including contracts.
- Develop a Data Protection Impact Assessment (DPIA) Tool that can be used with new projects.
- Define, update and maintain Active Lancashire’s Archive and retention schedule in line with best practice and requirements from funders.

Person specification

Applicants will be expected to demonstrate these experience, skills, abilities and attributes.

Selection criteria	Requirement
Qualifications and training	
A relevant undergraduate qualification	Essential
A relevant data protection qualification e.g. GDPR/ Data Protection Practitioner Certificate or demonstrable, relevant experience	Essential
Experience	
Previous practical experience of dealing with data protection issues in an operational environment	Essential
Experience of developing, implementing and maintaining policies and procedures	Essential
The ability to analyse legislative requirements and relate these to organisational practises and solutions	Essential
Experience of influencing people at all levels internally and externally	Essential
Experience of managing data incidents and breaches	Essential
Experience with NHS Information Governance - Data Protect & Security Management, Code of Practice - Confidentiality	Desirable
Experience of working in a health or social care environment	Desirable
Skills, knowledge and attributes	
Ability to deal with highly sensitive information in a practical and discreet way	Essential
Ability to form highly effective working relationships with managers and team members who must understand and follow the DPA and GDPR and develop supportive and constructive relationships with team members within the organisation	Essential
Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail to staff at all levels.	Essential
Excellent communication and interpersonal skills with a proven ability to work collaboratively and build rapport, confidence and trust quickly with a wide range of people.	Essential
Ability to work with minimal supervision, manage own workload and take responsibility for achieving results	Essential
Experience of working to tight deadlines and be able to prioritise workload	Essential



Location

This role is based at the Leyland office with hybrid working including some working remotely from home.

Homeworking risk assessments are carried out for all employees working from home.

Application process

To apply, please submit a CV and cover letter (of not more than one page), explaining clearly why you are interested in the role and suited to it (based on the person specification), to jobs@activelancashire.org.uk or apply via the website at www.activelancashire.org.uk.

If you would like an informal discussion about the role, please contact Sarah Walton (Director of Business) on M: 07764586747

In addition, please provide the following information:

- Confirmation you are eligible to work in the UK (the successful candidate will be required to provide documentary evidence before a job offer is confirmed).
- Any reasonable adjustments we can make to assist you in your application or the selection process.

For information on how Active Lancashire processes your data, go to [Privacy Policy](#) | [Active Lancashire](#)

Closing date

Wednesday 11th May at 5pm

First stage interviews

Friday 20th May

All successful candidates will have been contacted by close of play on Friday 13th May 2022. If you have not heard from us by this date, please assume your application has been unsuccessful.

We are an equal opportunities employer and we welcome applications from all suitably qualified persons regardless of their sex; religious or similar philosophical belief; political opinion; race; age; sexual orientation; whether they are married or are in a civil partnership; whether they are disabled; whether they have undergone, are undergoing or intend to undergo gender reassignment. We strive to ensure that our staff represent people from all backgrounds; this is not only the right thing to do but will ensure that we can achieve the best results for the communities that our organisation serves.

