



JOB DESCRIPTION

A. JOB TITLE

Data Protection and Information Officer – Temporary

B. GRADE AND SALARY

W.H.A. Grade 4

C. RESPONSIBLE TO:

Chief Executive

D. REPORTING TO:

Chief Executive

E. PLACE OF WORK:

Ralston House, Cyril Street, Paisley

F. HOURS OF WORK:

35 Hours per week
Flexi-time – currently suspended due to pandemic

G. RESPONSIBILITIES AND OBJECTIVES:

- To implement the action plan and recommendations arising from our data protection audit and introduce policies and procedures required to ensure GDPR compliance across the organisation.
- To co-ordinate responses to Freedom of Information and subject access requests and introduce policies and procedures required to ensure FoI compliance across the organisation.
- To develop and implement an action plan to deliver the equalities outcomes required by the Scottish Housing Regulator as identified within the National Guidance for Scottish Social Landlords issued in August 2021.

Data Protection and Information Officer – Temporary (December 2021)

H. AREA OF OPERATION WHICH JOB AFFECTS:

All areas of business.

J. MAIN TASKS, RESPONSIBILITIES AND SPECIFIC DUTIES:

1.0 GDPR

- 1.1 Implement the action plan and recommendations arising from our data protection audit
- 1.2 Introduce policies and procedures required to ensure GDPR compliance across the organisation.
- 1.3 Review current policies, procedures, publications and working practice across WHA to ensure compliance with current legislation and good practice in relation to GDPR.
- 1.4 Work in parallel with our external Data Protection Officer in relation to all GDPR and FOI matters.
- 1.5 Advise CEO and Senior Management Team on GDPR matters.
- 1.6 Prepare Management Committee reports in respect of GDPR.
- 1.7 Review WHA policies to ensure they are compliant with GDPR legislation.
- 1.8 Keep up to date with changes to GDPR legislation and advise on actions required
- 1.9 Maintain accurate records, files and audit trail.

2.0 Equalities

- 2.1 Implement all aspects of the published National Guidance for Scottish Landlords on collecting and using equalities information.
- 2.2 Prepare and implement an action plan which will achieve compliance with the National Guidance.
- 2.3 Prepare a WHA Equalities Strategy.
- 2.4 Introduce policies and procedures required to ensure equality is considered across the organisation.
- 2.5 Review current policies, procedures, publications and working practice across WHA to ensure consideration is given to equality.
- 2.6 Advise CEO and Senior Management Team on Equalities matters.
- 2.7 Prepare Management Committee reports as required.
- 2.8 Review WHA policies to ensure they are compliant with equalities legislation.
- 2.9 Keep up to date with changes to equalities legislation and best practice advise on any actions required
- 2.10 Prepare all information required by the Scottish Housing Regulator in respect of compliance with regulatory standards relating to equalities.
- 2.11 Work in parallel with our external Data Protection Officer where there is cross over to GDPR matters in relation to equalities data
- 2.12 Maintain accurate records, files and audit trail.

3.0 **Freedom of Information**

- 3.1 Extract and collate information required in response to subject access or freedom of information requests.
- 3.2 Introduce policies and procedures required to ensure Freedom of Information compliance across the organisation.
- 3.3 Review current policies, procedures, publications and working practice across WHA to ensure compliance with current legislation and good practice in relation to Freedom of Information.
- 3.5 Work in parallel with our external Data Protection Officer in relation to all Freedom of Information matters.
- 3.6 Advise CEO and Senior Management Team on Freedom of Information matters.
- 3.7 Prepare Management Committee reports in respect of Freedom of Information.
- 3.8 Review WHA policies to ensure they are compliant with Freedom of Information legislation.
- 3.9 Maintain accurate records, files and audit trail.

4.0 **General**

- 4.1 Attend meetings, training courses and seminars.
- 4.2 Any other duties as required by the Chief Executive Officer.