

PFP ENERGY

JOB PROFILE

Job Title: Data Protection Administrator

Report To: Head of Regulatory Compliance, Risk and Governance

Date: June 2018

A. Job Purpose

We have a fantastic opportunity for a Data Protection Administrator to coordinate data protection activities within PFP Energy.

The successful candidate should have an interest in data protection and privacy and should be familiar with Data Protection Act 2018, General Data Protection Regulation, Privacy Electronic Communication Regulation etc.

This is a hands-on role and would suit a recent graduate in law with business studies.

The post holder will be expected to work with a team but they should also be comfortable working under minimum supervision.

Working hours: 36.25 hour working week with a degree of flexibility

- **Key Responsibilities**

- To coordinate requests for advice and undertake research to provide response
- To promote data protection compliance and best practice by setting and maintaining standards and procedures across the company
- To monitor implementation of relevant controls and procedures
- To monitor data protection issues, investigate and report to Senior Management on breaches, root causes and action plans for their resolution and see them through to successful conclusion
- To coordinate updates of relevant data protection policies with the relevant changes
- To coordinate commercial contracts to ensure that relevant data controller—data processor clauses are in place
- To work collaboratively with different teams to ensure a strong compliance with data protection throughout the organisation
- To coordinate and advise on Data Protection Impact Assessments and Legitimate Interest Impact Assessments and on all elements of processing personal data
- To maintain and review on a regular basis records of data processing activities
- To advise, support, coordinate and produce correspondence (where relevant), to enquiries from data subjects
- To log and track requests from data subjects
- To maintain awareness of changes in data protection and privacy and advise the organisation accordingly
- To assist Training team in designing, updating and delivering data protection, privacy and security awareness training to staff
- Other data protection/ compliance duties as and when required

- **Skills/Knowledge/Experience**

- Interest in data protection laws and the ability to read and interpret relevant legislation
- Awareness of the rules on use of cookies and similar technologies
- Excellent organisational and negotiating skills as well as attention to detail
- An able communicator both in writing and orally
- Ability to work in a team as well as independently with minimum supervision
- Legal background or law with business degree will be advantageous as will a broad knowledge of the energy industry, but is not essential

- **Working Relationships**

This role will include working closely with various internal and external stakeholders.

Salary: Competitive

Closing Date: 15th July 2018

We reserve the right to close the post before the stated closing date.
Please apply as soon as possible to avoid disappointment.