**ROLE TITLE:** DATA PROTECTION MANAGER

**BUSINESS UNIT:** GRC

**GRADE:**

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| **ROLE** | **NEED TO DO** | **NEED TO KNOW** | **NEED TO BE** |
| You will be part of RAC’s data protection team which forms part of RAC’s corporate legal team.  You will report to the DPO who leads the data protection team.  Your role will be essential in ensuring that the RAC complies with all requirements imposed by data protection legislation including the GDPR, Data Protection Act 2018 and PECR.  As part of the data protection team, you will have a key role in supporting the growth and innovation of the business in a privacy conscious manner. This will include advising on data protection impact assessments, undertaking control reviews, staff training and more.  You will also serve as a contact for all areas of the business, the ICO and individuals whose data is processed by the RAC. | Your duties will include:   * serving as a point of contact for data protection queries in the business; * responding to data disclosure requests from the police and other authorities; * conducting Data Protection Impact Assessments; * horizon scanning and making recommendations to the business where appropriate; * assisting in keeping the RAC’s policies, procedures, and Privacy Notices up to date; * compiling information to provide to our corporate partner network when requested as part of due diligence / audit investigations; * providing oversight and challenge to business’ fulfilment of data subject rights requests; and * working with our Information Secruity Team to ensure that our IT systems and procedures comply with all relevant data protection law, regulation and policy. | Strong academic credentials, with experience / interest in Data Protection.  Sufficient knowledge of information technology and data management systems.  Knowledge of PC applications, including MS Office. | You will need to demonstrate:   * well-developed and professional interpersonal skills; ability to interact effectively with people at all organisational levels of the business; * ability to work unsupervised, exercise leadership and influence change; * excellent writing and presentation skills; * strong change and project management skills, including the ability to manage time well, prioritise effectively and handle multiple deadlines; * the ability to undertake large, long-term projects, develop alternative methods to complete them and implement solutions; * the ability to use independent judgement and discretion when making majority of decisions; * a detail-oriented approach needed to recommend and implement strategic improvements on a range of data protection issues; and * the ability to handle confidential and sensitive information with the appropriate discretion. |