

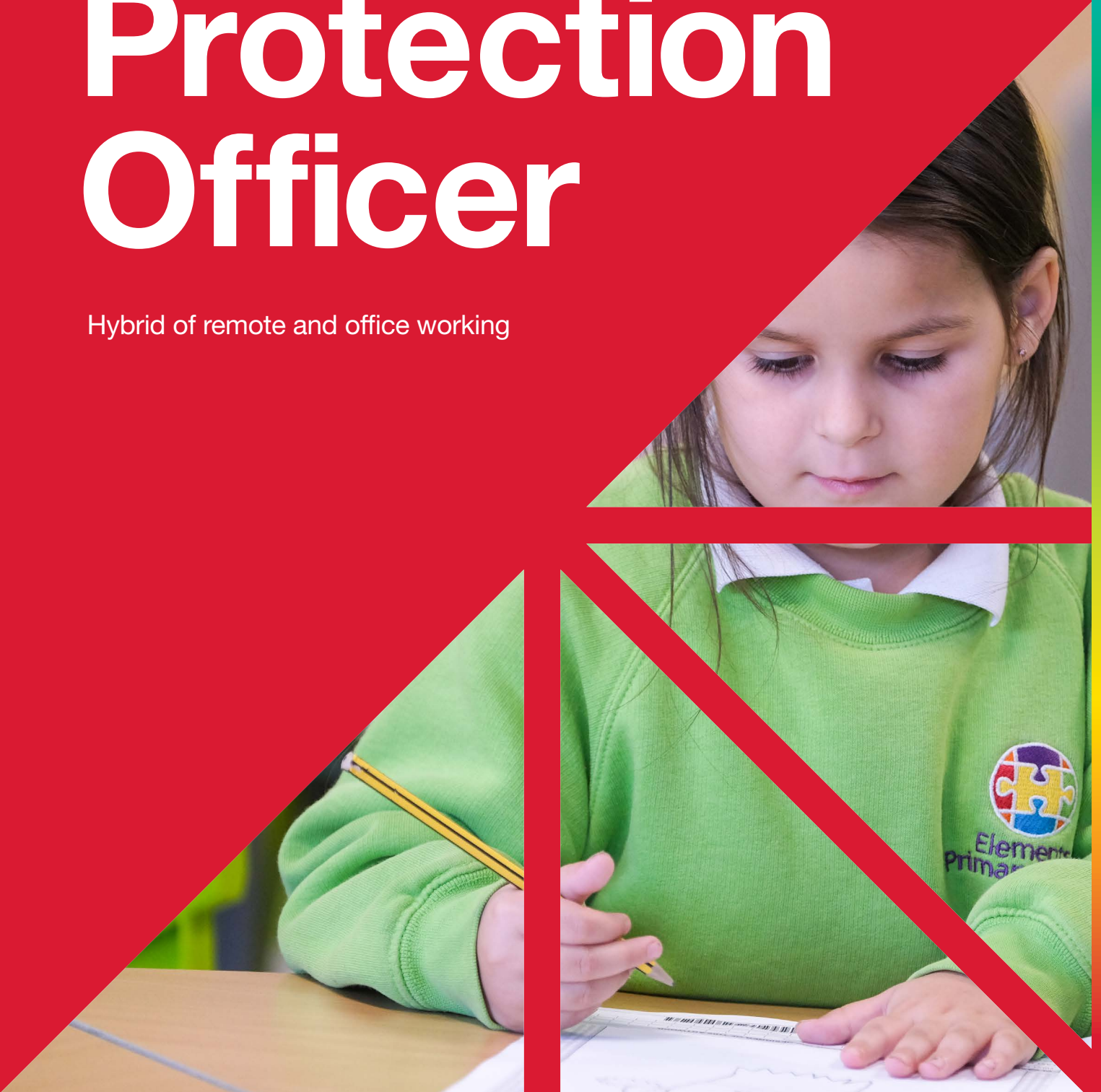


WELLSPRING

We Make A Difference

Data Protection Officer

Hybrid of remote and office working



The Role

We have an exceptional opportunity for a passionate and skilled individual to join our team as the lead Data Protection Officer for the Trust.

You will oversee the Trust's Data Protection Strategy and its implementation, ensuring compliance across the organisation with GDPR and other relevant legislation. You will serve as the primary contact for all data protection inquiries and work with leaders across our community to provide specialist support and expert advice on all information governance matters.

Experience in the education sector is not essential, although strong knowledge and experience of data protection is vital.

Key Responsibilities:

- Lead the development and implementation of the Trust's Data Protection Strategy.
- Act as a liaison between the Trust and Data Protection authorities.
- Collaborate with schools within the Trust to promote and embed a culture of data privacy and security.
- Assist in the creation and maintenance of policies and procedures related to data protection and information governance.

Our Offer:

- **Impactful Work:** Play a crucial role in safeguarding our community.
- **Continuous Development:** We value our people. Collegial working at all levels is central to our culture. High quality ongoing professional development support is guaranteed.
- **Innovation:** We encourage creativity and innovation. We believe in the power of teamwork and encourage open communication and idea-sharing.
- **Work-Life Balance:** We understand the importance of work-life balance and offer flexible working and hybrid working arrangements to support our employees' well-being.

- **Competitive Benefits Package:** including local government pension scheme, generous annual leave entitlement and other benefits.

We are interested in hearing from people who:

- Are self-motivated, efficient, ambitious and highly organised.
- Are a proactive and creative thinker with the ability to generate new ideas.
- Have a commitment to supporting the work of passionate education professionals.

Development Pathways

At Wellspring, we believe in nurturing talent and providing pathways for professional development. As Data Protection Officer, you will have access to various opportunities that can enhance your career, including:

- **Continuous Professional Development:** Engage in training sessions focused on the latest developments in data protection and privacy laws.
- **Coaching Programs:** Benefit from coaching opportunities with qualified professionals, offering guidance and insights to help you navigate your career path.
- **Networking Opportunities:** Participate in industry conferences and events to connect with other data protection professionals, share best practices, and stay updated on emerging trends.
- **Certification Programs:** Support for pursuing relevant certifications, such as Certified Information Privacy Professional (CIPP) or Certified Data Protection Officer (CDPO).
- **Leadership Development:** Explore leadership training programs designed to prepare you for future roles within the organisation.

Job Description

Main duties will include:

- To ensure the Trust is compliant with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 (DPA) and the Freedom of Information Act (FOI).
- Provide guidance and assistance to the Trust and its academies regarding compliance with Data Protection and Freedom of Information legislation.
- Lead engagements with the Information Commissioners Office (ICO) and co-operate with the ICO, including during consultations under Article 36, and on any other matter.
- To maintain the network of Data Protection Leads located in each academy / business unit and provide appropriate training and ensure effective working relationships with them.
- To advise the Trust during any data protection incidents or breaches promptly, coordinating with relevant colleagues across the Trust, including senior managers, to ensure legal compliance.
- Monitor compliance with the GDPR and other data protection laws, data protection policies, and awareness-raising including through audits.
- Provide practical advice and information on the Trust's data protection obligations.
- Work alongside and support internal and external stakeholders in relation to cyber security, including security infrastructure and operational safeguards to protect our data from external threats, keeping abreast of legislation and industry standards.
- Advise on Privacy Impact Assessments (DPIAs), maintaining the templates and monitoring the process.
- Identify associated risks and mitigation actions, providing reports to senior management and Board and Committee Members.
- Respond to Subject Access Requests (SARs), ensuring that these are addressed in an accurate and timely manner, in line with all relevant legislation and best practice, maintaining a record of SAR requests, disclosures and refusals.
- Interpret the requirements of the Freedom of Information Act, and drafting responses to requests on behalf of the Trust, monitoring the consistency of the application of exemptions, maintaining a record of FOI requests, disclosures and refusals.
- Develop and maintain the Trust's FOI publication scheme.
- Lead associated internal / external continuous assurance and audit activities.
- Establish and maintain personal data registers / information register for the Trust and its academies/ business units.
- Carry out due diligence with regard to the data protection aspects of external contracts and data sharing agreements, ensuring external transfers of personal data are compliant.
- Support the work of the central team such as reporting to the Executive Team, including by drafting policy, guidance and information with respect to data protection and confidentiality, including required Privacy Notices.
- Monitor and report on trends in FOI and SAR requests, as well as data breaches, and use this information to influence policy development and service improvements within the Trust.
- Any additional duties as may be required.

Standard Duties in all Trust Job Descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.

About Wellspring

Wellspring is a highly successful Academy Trust, well-known for its inclusive approach and unwavering social purpose commitments.

Over its twelve years of operation, the Trust has proudly maintained a record of never permanently excluding a single student. As a growing mixed sector Trust, Wellspring is soon to be a community of thirty-eight schools across the North of England. Our passion for social equity drives us to ensure that every young person in our care, regardless of their background or challenges, has access to high-quality education.

At Wellspring, we have always talked about ethics and values as the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to them. Every member of the Wellspring community is a custodian of our collective culture.

As the Trust continues to develop, our roles offer pathways for ambitious and dynamic individuals who are determined to make a difference. There will be a broad range of opportunities for you to realise your professional vision and ambitions within the Trust.

Post Title:

Data Protection Officer

Reporting to:

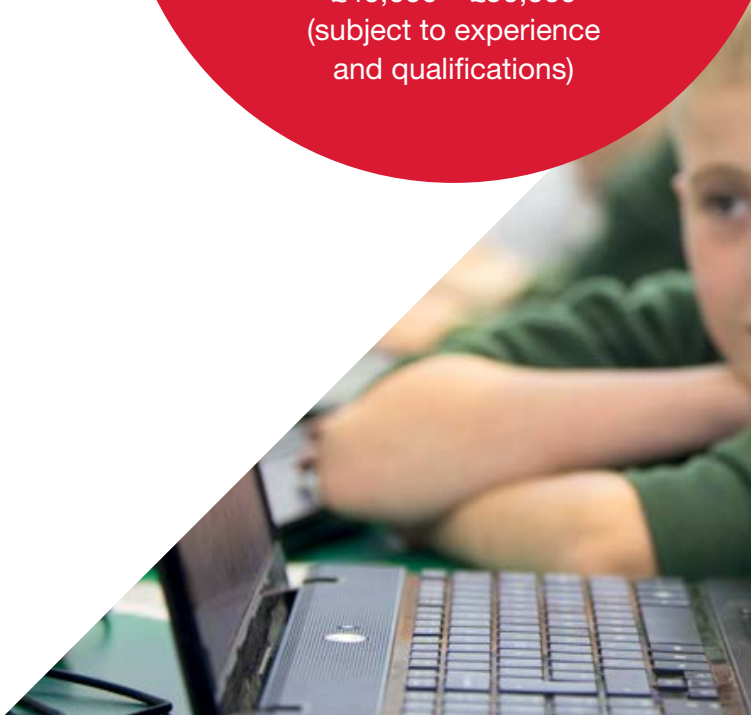
Chief Administration Officer

Location:

Hybrid of remote and office working.
Head office located in Barnsley town centre adjacent to the interchange.

Salary:

£40,000 – £50,000
(subject to experience
and qualifications)



Person Specification

Attributes	Essential / Desirable
Qualifications	
Relevant data protection experience OR a GDPR Practitioner Course, other relevant equivalent qualification, legally qualified, sufficient to perform the duties and tasks.	E
Experience	
Relevant experience in data protection and maintaining data security and privacy.	E
Monitoring and managing compliance with relevant legislation including identifying risks and mitigations.	E
Reporting to senior management including Board / Audit Committee members.	D
Managing and documenting data breaches and reporting to the ICO and other regulators.	E
Ensuring an organisation wide awareness of privacy obligations and appropriate training.	D
A demonstrated ability to work collaboratively with various stakeholders.	E
Knowledge & Skills	
Strong knowledge of UK Data Protection Act 2018, General Data Protection Regulation, Freedom of Information Act 2000.	E
Good knowledge of Information and Data Governance practices.	E
Ability to explain complex data protection and information security information to a non-specialist audience.	E
Self-motivated, versatile, and solution-oriented.	E
Strong organisational and time management skills, with the ability to manage competing priorities and deliver high-quality results in a timely manner.	E
Ability to work across the Trust to support colleagues at all levels in relation to data protection, whilst contributing to a positive team culture.	E
Work in accordance with the Trust's values and behaviours.	E
Willing to undertake training and continuous professional development in connection with the post.	E
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	E



WELLSPRING

We Make A Difference

Applications

We welcome informal conversation with Natalie Hardman, Chief Administration Officer at n.hardman@wellspringacademies.org.uk

Post Title: Data Protection Officer

Reporting to: Chief Administration Officer

Duration of Post: Full-time

Work Commitment: 52 weeks per year

Start Date: As soon as possible

Closing Date: Friday 17th January at 12pm

Department: Education Support Team

Salary: £40,000 – £50,000

(subject to experience and qualifications)

Location: Hybrid of remote and office working.

Head office located in Barnsley town centre adjacent to the interchange.

Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

References will be requested and an online search carried out for shortlisted candidates, prior to attendance at interview.

We are committed to equal opportunities and to promoting diversity. We want our people to reflect the diversity of our communities, and we welcome applications from people from all backgrounds, especially from under-represented groups, including those from Black, Asian and minority ethnic communities.

Wellspring Trust

Digital Media Centre, County Way, Barnsley, South Yorkshire S70 2JW

T. 01226 720 742

E. info@wellspringacademies.org.uk

Discover how we make a difference at wellspringacademytrust.co.uk