

Job Description

Job Title	Data Protection Co-ordinator
Grade	Band G
Reporting To	Children's Customer Resolution and Information Manager
JD Ref	BUS0038GA

Purpose

Responsible for ensuring the directorate acts in accordance with the Data Protection (DP) Act 2018, European General Data Protection Regulation (GDPR), and associated technical guidance issued by the Information Commissioner in relation to access to records requests and information sharing requests.

Responsible for ensuring that the Key Tasks and Key Responsibilities below are carried out in accordance with relevant statutes and technical guidance thus minimising the corporate risk associated with breaches of the DP Act 2018 and GDPR.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Data Analysis and Decision-Making:

- Act as Data Controller in respect of statutory access to records requests under Section 45 of the Data Protection Act 2018 (Article 15 GDPR) for individuals receiving, or having historically received, a social work service (including Care Leaving Service) from Wirral Council.
- Act as Data Controller in respect of information sharing with CAFCASS and OFSTED, deciding the level and scope of information to be shared.
- Act as Data Controller in respect of requests to share information made by other agencies and local authorities, ensuring that any information is processed lawfully.
- Act as Data Controller in respect of Schedule 2 DP Act 2018/Article 6 GDPR Police requests, ensuring that only information relevant to the police investigation is released. Liaising with the relevant Police Disclosure Officer and the Borough Solicitor if necessary, to resolve disclosure disputes.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

Desirable

- Professional Information Management qualification

Knowledge & Skills

- In depth knowledge of the Data Protection Act 2018/GDPR.
- Working knowledge of information sharing pathways and protocols.
- Knowledge of children's social care services processes/pathways.
- Good verbal and written communication skills.
- Ability to prioritise work ensuring that statutory timescales are met.

Experience

- Experience of dealing with customers who may be difficult/upset/vulnerable.
- Experience of using information technology.

Desirable

- Experience of redacting documents and/or making disclosure judgments

Additional Information

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and



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tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Approved By: Hannah Myers, HOS

Date Of Approval: 31/07/2019



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