

Data Privacy Manager



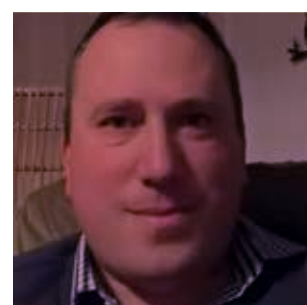
Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

The job, in a nutshell

To assist the Data Protection Officer, continue to develop and manage the Age UK data protection privacy programme and to work on programmes of activity as defined by the ICO. Review, update and monitor the policies and procedures that are in place to monitor compliance with the Data Protection Regulation 2018 and the Privacy and Electronic Regulation (PECR, 2003) laws, including managing internal data protection activities, advising on data protection impact assessments (DPIAs), training staff, and conducting internal audits. To provide data protection and privacy advice to Age UK's various business units promoting a "privacy first" approach to design and development of products and services that involve the use of personal data.

What you'll do for us:

- Undertake regular due diligence on the key elements of the Age UK data privacy framework. Identifying and reporting any areas of practice and procedure that that require focus and remedy to ensure that there is no weakness across the charity and our commercial white-label partners.
- Recommend and oversee measures to address any identified gaps in data protection and security.



"Data Privacy, and our oversight of it, is critical to the continued success of Age UK. Every hour of the day one of our amazing colleagues is using personal data to help deliver our work for older people, and we must guide and protect those myriad processes."

Barnaby Brand
FUNDRAISING
COMPLIANCE
MANAGER

Our values

WE ARE BOLD

In doing what's right for older people - We are unafraid in standing up for older people and in seeking support for our work with them.

WE ACT TOGETHER

With and for older people - We act as one team, collaborating to get things done.

WE ARE FOCUSED

On what makes most impact for older people - We never forget that older people are at the heart of everything we do.

Data Privacy Manager



- Keep up to date, records of processing activity, data mapping logs and data enquiry logs.
- To ensure they are the primary reference point for all projects data processing, data incident and breach reporting.
- Assist the Data Protection Officer to manage and respond to subject access requests, as well as other data protection rights activity.
- Develop strong relationships with internal clients, to place data protection and security at the heart of the data capture process.
- Monitor and ensure that any external data processors (suppliers) maintain compliance with our data protection requirements – at both an operational and contractual level.
- Ensure that appropriate due diligence is carried out prior to onboarding a new supplier, ensuring that appropriate data protection compliance is at play.
- Review and advise on data sharing agreements and data protection clauses in contracts, coordinating advice with Legal Department.
- Responsible for managing the day-to-day use of the One Trust system.

Must haves:

- Experience of working in a data governance role with responsibility for personal data used in a database marketing environment for a charitable /commercial/financial services industry.
- Experience of communicating with stakeholders at all levels. A willingness to deal with problems or new tasks together with a proven track record of bringing business stakeholders onside.
- Experience in managing and responding to data protection rights requests (SARs) and complaints.
- Able to liaise effectively with both the CRM data practitioners, Marketing and Legal teams as well as operational business partners.
- Experience in reviewing data sharing agreements and data protection clauses in contracts.
- A strong understanding of the principles of Privacy by Design and Default.
- Excellent knowledge of UK privacy Law and regulations and the ability to transfer that knowledge appropriately.

Location

Hybrid working. Home based and One America Square, London

People management

No

Division

Shared Services



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

Data Privacy Manager



- Strong communications skills with the confidence to build and manage relationships with senior staff and external suppliers.
- Effective time management, with the ability to multi-task.

Great to have:

- Ideally, a data privacy qualification would be desirable.

Any other details:

- This role will work closely with other members of the Age UK Compliance team.
- Occasional travel to our other regional offices (circa once a quarter).

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