



*Being there for you
and your family*

JOB DESCRIPTION

JOB TITLE: Information Governance Lead

RESPONSIBLE TO: Director of Finance and Resources

HOURS OF WORK: 22.5 per week

LOCATION: LOROS Hospice, Groby Road, Leicester

JOB PURPOSE:

To provide specialist knowledge and support of the Information Governance/Data Protection (IG/DP) agenda to ensure compliance of the legal and regulatory framework applicable to the Hospice.

To support the Senior Leadership Team in developing, embedding and monitoring appropriate Policies and Procedures relating to IG compliance across the wider Hospice environment

DUTIES AND RESPONSIBILITIES INCLUDE:

1. To lead in the provision of information governance support under the strategic direction of the Senior Leadership Team and in consultation with the nominated lead Trustee from the Board.
2. To be the named Data Protection Officer (DPO) for the organisation and contact point for the Information Commissioner's Office (ICO) and data subjects.
3. To provide specialist advice and direction to Hospice initiatives on data protection, and to embed consideration of data protection at the planning stages.
4. To be the authoritative source of advice on any query for any member of staff or third party, to support investigations, investigate significant breaches and analyse problems and identify/suggest solutions.
5. To develop, review and help embed IG/DP policies and procedures, in addition to overseeing the record retention policy
6. To ensure continued compliance with the UK GDPR, DPA 2018, and other relevant pieces of legislation such as the HSCA, FoIA & PECR.
7. To be the point of contact for and to coordinate requests relating to the rights of the data subject, including Subject Access Requests (SAR) and Requests for Erasure. To maintain all records, registers and evidence required under DP Legislation.

8. To provide operational support on day-to-day IG issues and associated development programmes / projects on IG compliance, data access, information sharing, records management, information security and associated requirements.
9. Provide the information governance perspective in the development of wider Hospice policies that have an 'information sharing and handling' component.
10. To take a lead role in the implementation of good information governance practices.
11. To undertake and report on the annual DSP Toolkit submission, ensuring organisational compliance with the national standards.
12. Liaise with and provide relevant data protection information to other regulatory bodies such as Charity Commission, Fundraising Regulator and support on CQC requirements.
13. To provide advice to relevant departments on conducting Data Privacy Impact Assessments (DPIA) to ensure LOROS is compliant with its UK GDPR obligations and to take a 'data protection by design and default' approach.
14. Where required, represent the Hospice at local, regional and national meetings including relevant networking forums.
15. Engage with the Caldicott Guardian and SIRO to ensure they have a full understanding of the advice and support required for their roles as well as other relevant key roles within the Hospice such as the IT Manager, Clinical Systems Lead and Supporter Data Lead.
16. Attend internal committee meeting to ensure that the organisation is compliant with relevant IG standards, thus reducing risk to the organisation. To take an active role in advising on and facilitating IG organisational structure arrangements such as IG oversight and operational group meetings including the preparation of papers, recording process, planning of meetings, providing management reports, etc.
17. To develop and provide induction/training sessions to all staff on compliance with DP laws around the safe handling of information and to ensure that staff receive ongoing training in IG & DP
18. To take the lead in ensuring LOROS demonstrates its compliance with the UK GDPR's enhanced security and accountability requirements to reduce the risks of incurring significant data breaches, reputational damage and regulatory fines from the ICO and other regulatory bodies.

GENERAL:

All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.

To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.

All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.

Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

The post holder is responsible for safeguarding the interests of children and adults who they encounter during their work. To fulfil these duties post holders are required to undertake mandatory training to recognise the signs and symptoms of abuse, or neglect, or individuals at risk and to follow LOROS policies relating to safeguarding practice including reporting any concerns that they may have.

To observe the hospices Equality, Diversity & Inclusion Policy and Statement which states our commitment to treating everyone with dignity and respect, irrespective of their protected characteristic.

- Promote equality, diversity and inclusion in working practices by developing and maintaining positive working relationships that ensure colleagues are treated fairly and have a voice by contributing to the development of fair and equitable working practices.
- Ensure that colleagues are treated fairly. Staff must ensure their behaviour does not constitute to discrimination and have a voice to challenge others behaving inappropriately and not in line with the hospice's values. Be supportive of colleagues or service users who wish to raise concerns about inappropriate practices or experiences.

Co-operate with their employer as far as is necessary to meet the requirements of the legislation.

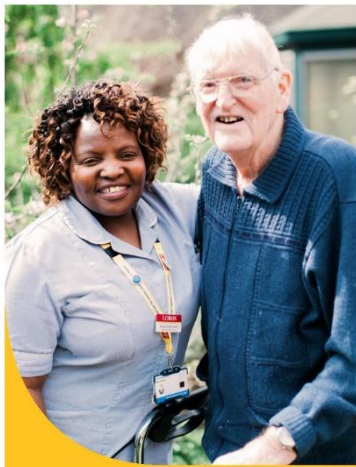
All staff should be aware of and aim to contribute to LOROS' Vision and Mission and strive to always exhibit the Values & Behaviours (see attached document).

The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.

Signed..... Date.....
Postholder

Signed..... Date

Line **Manager**



Our values and behaviours



Professional

Showing respect to patients and families, as well as members of our community, staff and volunteers.



Focused

On exceptional quality service and support for patients and families whilst listening, learning and adapting to their diverse needs.



Collaborative

Working together as colleagues and with local, regional and national partners to grow meaningful relationships and achieve sustainability.



Compassionate

Showing kindness, discretion and sensitivity as we care for our patients, families, our community, staff and volunteers.



Trustworthy

Be honest, reliable and consistent, showing respect and dignity in everything that we do.



Accountable

To our patients, their families, our community, staff, volunteers and external organisations/bodies.

loros.co.uk

Registered Charity No: 506120

LOROS

Hospice Care for Leicester, Leicestershire & Rutland

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