

People

Privacy and Assurance Officer

The job, in a nutshell

We are seeking a capable compliance minded individual with good data privacy knowledge and a working understanding of the risk landscape to support key functions within our Assurance, Risk and Information Protection Team. The successful candidate will support the delivery of a refreshed and consolidated assurance and risk management framework, ensuring the charity can operate within its defined risk appetite and comply with relevant regulatory requirements. This will be a key role supporting our ambitious transformation plans, providing support to the wider organisation on assurance and risk management activities and striving toward continuous improvement as the team embeds the charity's risk management and privacy framework.

The postholder will primarily support the Senior Data Privacy Manager to process Subject Access Requests, Data Erasure and Suppression requests and other key privacy tasks to support the essential privacy function. They will also play a critical role contributing to organisational resilience by supporting risk management and business continuity activities.

www.ageuk.org.uk

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

Our values



Privacy and Assurance Officer

What you'll do for us:

- Support Senior Data Privacy Manager with managing the SAR process and other data management processes in a timely manner.
- Assist with keeping up to date records of processing activity, data mapping logs, data enquiry, incident logs and completion of follow up and the data privacy risk register.
- Assist with maintaining and updating the Data Asset Register and the Data Mapping document across Age UK.
- Support the Senior Risk Manager in providing organisational risk management oversight.
- Help deliver privacy and risk workshops and training across the charity to promote awareness of privacy and risk obligations and processes.
- Support the Business Continuity planning process and preparation of the organisational Business Continuity Plan.
- Support incident simulations to test preparedness.
- Support Data Breach and Serious Incident Response processes in real time.
- Maintain the Age UK wide risk registers.
- Support collection and collation of data and information for risk reporting.
- Support the insurance renewal process and act as the first point of contact for insurance queries.

Location

Hybrid/London

People management

No

Division

People

We're an
**Age-friendly
Employer**



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-  Collaborative
-  Ambitious
-  Impactful
-  Inclusive

Privacy and Assurance Officer

Must have

The letters after each competency indicates at what stage in the selection process this area will be assessed.

Application = A, Interview = I, Test = T, Presentation = P

Experience

- Experience and understanding of data privacy. **A, I**
- Experience supporting risk analysis and management processes and / or business continuity planning and organisational resilience. **A, I**

Skills and knowledge

- Excellent communication skills including a high level of written English with the ability to communicate at all levels and to tailor communications to different audience. **A, I**
- Sound judgement with good problem-solving abilities and a keen eye for detail. **A, I**
- Highly organised; able to meet deadlines and manage / prioritise workflow in a dotted-line structure. **A, I**

Personal attributes

- Confident and able to make decisions with a problem-solving attitude. **A, I**
- Flexible and able to work with variable workloads, under pressure in a fast-moving environment. **A**
- Discreet and comfortable with holding confidential information. **I**

Great to have

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Experience

- Stakeholder management experience. **I**
- Experience of supporting Risk Registers within an organisation. **A**

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- Experience of managing corporate insurance. **A**
- Experience within the Charity Sector. **I**

Skills and knowledge

- Demonstrates an aptitude for identifying opportunities to use technology and AI to enhance team effectiveness. **I**

Any other details

This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

Age UK acknowledges that some groups are less likely to apply for roles and we welcome applications from anyone who feels they have the skills, time and energy to commit to us.

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