



THE BRITISH SCHOOL JOB DESCRIPTION

Job Title: Compliance Manager and Data Protection Officer	Department: Admin
Reports to: Head of Human Resources	
<p>Role: The Compliance Manager will oversee the legal compliance function, adherence to applicable laws and regulations, accepted business practices and internal standards. As a Data Protection Officer, monitor data practices to ensure the organisation complies with applicable statutory requirements and protects the personal data that it controls or processes. The role will be responsible for staff training, data protection impact assessments, internal audits and overall compliance management.</p>	
<p>Key Accountabilities:</p> <p>Compliance Manager Ensure that the school functions in full compliance with:</p> <ul style="list-style-type: none"> • National and international laws and regulations that pertain to it, • Professional standards, accepted business practices, and internal standards. • Supporting the Director and Senior Leadership Team to promote a culture of compliance across the school. • Working with leadership and concerned stakeholders to raise awareness of and reduce regulatory risk. • Advice leadership on legal issues and compliance matters. • Keep leadership and concerned stakeholders informed of a new or changes in a law that may affect or relate to school operations. • Provide training to staff-members to promote compliance awareness and assist with framing of procedures and their implementation to ensure compliance. • Re-structure/define internal processes and re-align cross-department functionalities to promote effective compliance implementation. • Assist with contract reviews, process improvements and policy framing in line with compliance requirements. • Drive engagement, awareness and preparedness of employees in relation to applicable to statutory compliances • Liaise with school lawyers and prepare briefs for school leadership to decide on contentious issues. • Assist and collaborate with department stakeholders for continuous tracking and monitoring of compliance reporting across departments, through the compliance software. <p>Data Protection Officer</p> <ul style="list-style-type: none"> • Implementing measures and a privacy governance framework to manage data collection and processing, including developing consent templates for data collection, assisting with data mapping etc. 	

- Working with key internal stakeholders in the review of projects and related data to ensure compliance with data privacy laws, and where necessary, complete and advise on privacy impact assessments.
- Inform and advise the school (data controller) and employees (data processors) how to comply with data protection laws (including GDPR).
- Raise awareness and provide staff training for any employees involved with data handling and processing activities.
- Provide advice regarding data protection impact assessment and monitor its performance.
- Give advice and recommendations to the school about the interpretation or application of the data protection laws.
- Handle complaints or requests by the institution, data subjects, or introduce improvements on their own initiative.
- Report to the Senior Leadership Team any failure to comply with applicable data protection laws.
- Monitor compliance with all applicable data protection laws.
- Identify and evaluate the school's data processing activities.
- Create systems to help maintain the records of processing operations.
- Serving as the primary point of contact for supervisory authorities, individuals whose data is controlled or processed by the organisation and liaison with Data Protection Authorities on all data protection related matters (including GDPR). Reviewing vendor contracts and consents needed to implement projects in partnership with the school's Procurement and Information Security functions and ensuring filing requirements (if any) with local regulators are achieved.
- Managing and conducting ongoing reviews of privacy governance framework.
- Monitoring changes to local privacy laws and making recommendations when appropriate. Developing and delivering privacy training to various business functions.
- Developing strategies and initiatives to ensure engagement with key internal and external stakeholders.
- Coordinating and conducting data privacy audits.
- Collaborating with the Information Technology department to raise employee awareness of data privacy and security issues and providing training on the subject matter.
- Collaborating with the Information Technology department to maintain records of all data assets and exports and maintaining a data security incident management plan to ensure timely remediation of incidents including impact assessments, security breach response, complaints and claims or notifications.
- Ensuring that the IT systems and procedures comply with all relevant data privacy and protection law, regulation and policy (including in relation to the retention and destruction of data).

•
Competencies: Will follow Middle Leadership competencies.

Personal Attributes:

- Excellent written and spoken English.

- Ability to assess requirements and help define processes.
- Willingness to take on added responsibilities.
- Ability to develop, organise, motivate and coordinate groups across the organisation.
- Ability to collect and organise data.
- Ethical, principled and fair.
- Proactive, intelligent, diligent and willing to keep learning.
- High competency in verbal and business communication skills; strong interpersonal skills
- Ability to build relationships and collaborate with internal & external stakeholders, including management, representatives and other stakeholders.
- Strong analytical ability, critical thinking and solution focused attitude
- Proven writing skills with the ability to convey ideas clearly, succinctly and efficiently
- Quick learner with an interest in regulatory compliance, process understanding, financial concepts and observes the highest degree of confidentiality
- Work collaboratively in a team environment
- Maintain high ethical standards and display integrity at all times.

Qualifications

- Law graduate

Experience

- Minimum legal work experience of 5 years, with considerable experience/exposure in compliance management, data protection laws, data privacy management, etc.
- Proven experience with managing complex regulatory issues is preferred.
- Knowledge and familiarity with compliance processes, legal frameworks and data management

Job Holder's Signature:

Date: