

JOB DESCRIPTION

DATA SUBJECT ACCESS REQUEST OFFICER



Job title	Data Subject Access Request (DSAR) Officer
Reporting to	Pod Leader
Job location	Hybrid – Ipswich min 2 days per week/Home based
Employment status	Permanent, Full-Time

CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, customer driven, commercially aware team players, who can clearly demonstrate a passion for what they do and therefore offer an ideal fit with our core values and culture.

To support our continued growth, we require a Data Subject Access Request Officer who will need to demonstrate excellent communication and organisational skills, have the ability to prioritise your workload and to work in a structured manner.

The role of the DSAR Officer is to ensure that appropriate and complete responses are handled in a timely, accurate and balanced way to meet our clients' needs and ensure their compliance with information rights legislation. Each DSAR response project you are assigned will be supported by an experienced Data Protection Officer from our team, therefore offering many learning and development opportunities.

Successful candidates will possess the ability to manage the demands of a portfolio of clients and will therefore be able to prioritise effectively, navigate conflicting client demands diplomatically and maintain the highest degree of confidentiality and professionalism.

We are looking for candidates that value attention to detail and who deliver high quality work within agreed timescales. They must have the capacity to work on their own initiative, but to also be confident enough to escalate concerns where appropriate.

DUTIES AND RESPONSIBILITIES

- Supporting the full life cycle of DSAR requests
- Inform and advise organisations of their obligations
- Ensure all assigned DSARs are completed within agreed timeframes
- Ensure appropriate redactions / exemptions are applied as outlined in the Data Protection Act
- Manage client expectations and liaise with 3rd parties like the ICO (supported by a DPO where required)
- Manage and maintain a DSAR log
- Produce reports and information summaries on completed DSARs
- Keep up to date with changes in data protection law and regulations
- Actively contribute to building the overall knowledge base of the DPO Centre's team
- Support the development of DPO Centre's internal processes to streamline service delivery

Career progression

- Working with an ever more prestigious portfolio of clients
- The opportunity to develop sector specific expertise and being an expert in the field
- Data Protection Officer > Team leadership > Senior Management

SKILLS AND EXPERIENCE

Education and experience:

- Knowledge and experience of fulfilling DSAR requests
- Ideally, a data protection qualification or experience in the sector.

Personal:

- Ability to work independently yet also be a strong team player
- Excellent communication (verbal and written) and interpersonal skills
- The ability to maintain a high degree of confidentiality, trust and credibility
- Calm, controlled and resilient demeanour
- A commercial attitude towards time management
- Capable of dealing with complex issues using problem-solving skills
- Highly responsive with a can-do attitude and flexible working style
- Proven ability to deliver at pace and manage a quality service

Required skills:

- A solid knowledge of the UK GDPR and Data Protection Act 2018
- Extensive experience dealing with the full lifecycle of SAR requests.
- An ability to think logically and strategically.
- Attention to detail and analytical skills
- Sufficient commercial awareness to understand, manage and navigate client expectations
- Project management skills to successfully manage and prioritise multiple DSARs
- Excellent communicator with the ability to deliver a clear message to a variety of audiences
- Ability to excel under pressure when working to tight deadlines

Desired Skills:

- Knowledge of video editing and document redaction tools
- Written and spoken EU language skills
- Sector specific knowledge e.g. FOI, DSPT, FSA etc
- Negotiation skills to ensure the most appropriate, rather than 'easy', course of action is taken

COMPENSATION & BENEFITS

- £30,000+ per annum, depending on experience.
- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and Electric Vehicle schemes
- Holiday Buy Scheme

- Working Abroad Scheme
- Group Death In Service
- Company Maternity and Paternity Pay
- Personal development

Further details on The DPO Centre and our existing team can be found at www.dpocentre.com

ABOUT US

The DPO Centre group is a multi-national data protection compliance consultancy formed in the UK in 2017.

We have provided outsourced Data Protection Officers (DPOs), privacy consultancy services, and GDPR Representatives to over 850 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

Further details on The DPO Centre and our global team can be found at www.dpocentre.com.

OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

'To inspire and develop one remarkable team that delivers the extraordinary'

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on [our team](#) page.

WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic and varied role within a structured team of like-minded and motivated professionals.

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

HOW TO APPLY

Submit your interest by completing the application process via the link provided.

For any queries, please contact us at **recruitment@dpocentre.com**

Click [here](#) to view our Recruitment Candidate Privacy Notice.