

CAROLINE

DATA PROTECTION SUPPORT OFFICER



SPECIALISMS

- ✓ Public Sector
- ✓ Education

LANGUAGES

- ✓ English

PROFILE

Caroline is a highly motivated data protection professional with several years' experience in compliance and regulation within the Public and Private sectors. Building on her deep knowledge of Data Subject Access Requests (DSARs), she supports the wider DPSO team to ensure timely and accurate responses.

Caroline is degree-qualified and has outstanding attention to detail. With exceptional communication and organisational skills, she is adept at managing multiple requests and working under strict deadlines, confidently liaising with varying stakeholders.

QUALIFICATIONS

- ✓ Data Protection for Schools
- ✓ Level 2 Understanding Data Protection and Data Security

SAMPLE EXPERIENCE

As a Data Protection Support Officer, Caroline has worked across an array of sectors, including Education, Finance, and Professional Services. She is responsible for the full lifecycle of DSARs, from filtering data to compiling the final response package. She is adept at handling complex DSARs involving confidential information, grievances, and legal professional privilege.

Caroline coordinates school audits and annual reports, providing improvement recommendations, support on legislative changes, and advice on maintaining compliance year-on-year.

Caroline previously worked as a Business Development Officer for a borough council, responsible for CCTV compliance. She conducted Data Protection Impact Assessments (DPIAs) to identify and address privacy concerns before new systems were installed. Caroline also dealt with CCTV-related DSARs and managed correspondence with third parties in a timely manner.