

HELEN

DATA PROTECTION SUPPORT OFFICER



LANGUAGES

- ✓ English

PROFILE

Helen is an information governance professional with a background spanning the Public and Education sectors. She brings strong organisational and communication skills, alongside practical knowledge of data subject rights and information governance processes.

Her ability to manage competing priorities, communicate clearly with different stakeholders, and work accurately within defined timescales enables her to provide effective support across a range of data protection activities.

QUALIFICATIONS

- ✓ Postgraduate Certificate in Education

SAMPLE EXPERIENCE

As a Data Protection Support Officer (DPSO), Helen manages Data Subject Access Requests (DSARs) on behalf of clients, coordinating the retrieval and review of personal data and applying appropriate redactions. She works closely with clients and our wider DPO team to ensure requests are handled accurately and within statutory deadlines.

Previously, as an Information Governance Officer for a local authority, Helen managed Data Subject Access, Freedom of Information (FOI), Environmental Information Regulation (EIR), and GDPR-related requests. She coordinated with teams across the organisation to prepare formal responses, ensured requests were completed within statutory timeframes, and improved internal processes using automation and reporting tools.