

Information Governance Officer



.... supporting the delivery of good practice in data protection across a fast-paced health and social care organisation

WHAT I AM ACCOUNTABLE FOR:

- Handle information requests under GDPR, FOI and other legislation including monitoring, reporting and co-ordinating responses.
- Assisting in the development, coordination and support to the NHS DSPT and annual submission.
- Contribute to the development and delivery of the Information Governance agenda within the organisation.
- Maintaining appropriate records in respect of all work undertaken to comply with IG, DPA, GDPR, FOI and associated projects within the organisation.
- Contribute to the development and maintenance of all relevant policies, procedures and documents that facilitate compliance with IG standards and assurance.
- Progress the management of incidents and data breaches recorded in our case management system.
- Contribute and assist in the formulation and implementation of plans to support the company in addressing compliance risks.
- Support the DPO in the execution of their role and functions.
- Advise the DPO of risks, concerns or potential issues that may require intervention or management.
- Support Incident Management and Response.
- Participate in Audits, Assessments and Exercises.
- Assist in the provision of reports for KPI's, SAR's and other IG related information.
- Handling day to day enquiries and tasks.

HOW I OPERATE:

Values Led Leadership

- Maintain a good understanding and working knowledge of Information Governance and Data Protection as it relates to the health and social care sector.
- Build and maintain effective relationships with internal stakeholders, partner organisations and commissioners.
- Share learning and support others across the organisation to maintain data protection standards.
- Act as an Ambassador for Information Governance across the organisation.

WHAT I NEED:

Skills\Knowledge

- BCS / ISEB Practitioner Certified in Data Protection (or willing to achieve this within set timeframe).
- Knowledge of and experience working with the Data Protection Act 2018 / (UK) GDPR and FOI.
- Working knowledge of Information Governance and the NHS DSPT.
- Working knowledge of the Caldicott Principles and patient confidentiality.
- Working knowledge of Records Management (especially in a care setting).
- Knowledge of Healthcare and related data and issues.
- Ability to communicate clearly and effectively with people at all levels both within the company and externally.