

Job Profile

Role: Data Compliance Officer

Reporting to: Data Compliance Manager

Location: LAT Head Office

Job Purpose:

To drive and maintain robust data protection compliance across Leigh Academies Trust, ensuring adherence to GDPR and associated legislation in support of business objectives. This role involves providing essential guidance and training to academies, facilitating the accurate handling of data requests, and collaborating with the Data Compliance Manager and stakeholders to foster a culture of data responsibility.

Key Responsibilities:

- Maintain accurate records of data processing activities, ICO registrations, and other essential documentation.
- Proactively monitor adherence to GDPR, the Data Protection Act 2018, and other relevant legislation, providing guidance and support to academies
- Support in the development, implementation, and continuous improvement of data protection policies, procedures, and guidelines across Leigh Academies Trust.
- Contribute to the identification and assessment of privacy and data protection risks associated with new or changed data processing activities.
- Work closely with the Academies, leadership, and other internal stakeholders to ensure timely and effective delivery of data protection compliance initiatives and provide expert advice on data handling best practices.
- Support with subject access requests (SARs) and other data-related inquiries, ensuring compliance with statutory timescales and requirements.
- Provide crucial assistance in the investigation and management of potential data breaches, contributing to effective remediation and reporting processes.
- Assist in the development and delivery of data protection training and awareness programs to staff across all academies, fostering a culture of data privacy and security.
- Maintain a thorough and up-to-date understanding of the GDPR, Data Protection Act 2018, and relevant guidance from the ICO, proactively informing the Data Compliance Manager of key developments.
- Assist with addressing queries and undertake a range of administrative tasks and contribute to data protection-related projects as required

Communication and collaboration

- To build effective, professional relationships with the data team as well as local data officers;
- Work collaboratively with and support other data team members and the wider trust, to ensure consistency and sharing of best practice;
- Proactively support the Data Compliance Manager and the wider data team to ensure that its data operations support educational goals effectively;
- Supporting Trust-wide data & GDPR initiatives and events.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of LAT at the reasonable discretion of the Data Compliance Manager. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing. The postholder will be expected to comply with any reasonable request from the Data Compliance Manager or their nominee to undertake work of a similar level that is not specified in this job description. Reasonable travel will be required in the post holder's own vehicle.

Essential:

- Demonstrable understanding and application of data protection principles and privacy issues.
- Excellent verbal and written communication skills, with the ability to convey complex information clearly and concisely to a variety of audiences.
- Proven ability to prioritise effectively, manage a diverse workload, and work independently using initiative.
- High level of discretion and integrity in handling sensitive personal data, ensuring confidentiality and adherence to data protection policies.
- Excellent ICT skills with good working knowledge of Word, Excel, PowerPoint and Outlook.

Desirable:

- Good working knowledge of the GDPR, Data Protection Act 2018 and associated processes and procedures.
- Experience of working in a regulatory compliance environment, preferably within the education sector or a similar complex organisation.
- A relevant qualification in data protection.