

Job Description

Job title	Data Privacy Analyst
Profession	Legal, Governance & Risk
Band	E
Directorate	GGC (Group General Counsel)
Accountable to	Data Subject Rights Manager

Job Purpose:

The role will be the point of contact for data subjects and will support the Data Subject Rights Manager and Head of Data Privacy - Data Protection Officer (DPO) in cooperating and consulting with national supervisory authorities such as the Information Commissioner's Office in relation to data protection matters.

This role will ensure that SNG complies with all relevant legislation on data protection including the GDPR and the Data Protection Act 2018, as well as internal data protection policies and procedures and Information Commissioner's Office (ICO) guidance.

This role will coordinate and respond to data subject rights requests, maintaining appropriate records. The Data Subject Rights Manager and / or DPO must be informed of any data protection breaches immediately.

This role will maintain strong working relationships with SNG colleagues, ensuring that there is always a consistently high level of engagement and two-way communication and to seek to protect and serve the interests of SNG, problem solving, liaising with various teams around SNG.

The role will support the DPO and Data Subject Rights Manager in the provision of expert advice and guidance to SNG employees and customers on all the requirements of the GDPR and Data Protection Act 2018, monitoring trends and best practice across the sector, and keeping up to date with developments in GDPR and data practice legislation and its implication for SNG.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within the broad direction set by the Data Subject Rights Manager, this role will deliver key accountabilities.

Key Accountabilities:

Data Protection

- Assure compliance with data protection legislation and foster a data protection culture within the organisation which encourages compliance by design and default on all corporate projects.
- Support the implementation of essential elements of data protection legislation, such as the principles of data processing, data subjects' rights, security of processing, and notification and communication of data breaches.
- Provide expert advice, guidance, and information to the organisation including those processing its personal data regarding their legal and regulatory obligations.

- Implement data compliance tools and support consistent good practice across the organisation.
- Support the delivery of relevant training and communications on data protection matters to all stakeholder to ensure the role purpose is achieved.
- Maintenance of all relevant registers and ensuring appropriate controls, policies, procedures and protocols are in place to ensure corporate compliance with these registers.
- Report regularly on work progression and any activity that requires change or a new approach in the best interests of the organisation.
- In discussion with the Data Subject Rights Manager, design and carry out a unique learning and development programme that will ensure progression of knowledge and skills for the person in post and develop their personal effectiveness.

Regulatory Compliance

- Contribute to the organisation's regulatory compliance function, ensuring strict adherence to applicable laws, regulations, and industry standards.
- Support the development and implementation of robust compliance programmes, policies, and procedures to address regulatory requirements effectively.
- Support the provision of training and educational resources on relevant legal and regulatory matters to enhance awareness and understanding.
- Support the establishment of processes for ongoing monitoring and auditing of compliance activities to ensure adherence to policies, procedures, and regulatory requirements.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Good standard of education commensurate to the level of the job and the knowledge and skills required to do the job.
- Relevant experience and knowledge of the requirements of providing Data Protection services within a business environment.
- Proficiency in using Microsoft office suite and Adobe Pro.
- Excellent analytical, organisational and administrative skills.
- Ability to work independently in a fast-paced environment.

- Ability to exercise good judgment and discretion.
- Ability to communicate effectively including the use of negotiation and influencing skills.
- Demonstrable commitment to meeting and exceeding customer service standards.

Desirable

- EU/UK accredited GDPR qualification or equivalent accreditation.
- Excellent research skills.
- Ability to develop strong working relationships within the Data Privacy team, with customers and other third-party stakeholders.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	4497	Iain Mackrory-Jamieson	13/09/2024	
2.0	4497	Iain Mackrory-Jamieson	18/12/2024	
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