

Job Description

Job title	Deputy Data Protection Officer
Profession	Legal, Governance & Risk
Band	D
Directorate	GGC (Group General Counsel)
Accountable to	Head of Data Privacy - DPO

Job Purpose:

The role will assist in leading the data protection team, dealing with the provision of data protection and privacy services and advice, and to provide support when needed with all matters that relate to the data protection affairs of Sovereign Network Group (SNG). The role will assist in preparing materials for, and when required, presenting a report to the Executive Board and Audit and Risk Committee.

Partner the business by maintaining strong working relationships with key stakeholders, 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, managing and mitigating against risk with regard to SNG's assets, providing specialist legal, strategic advice and integrated contribution to SNG's corporate objectives.

The role will assure 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.

The role will act as deputy for the Head of Data Privacy - DPO and undertake Data Protection Officer (DPO) responsibilities in their absence.

Financial responsibility: No financial responsibility

People responsibility: 1 Direct report, 2 Indirect reports

Autonomy:

Within direction set by Head of Data Privacy - DPO, this role will have the autonomy to influence how the team operates, how resources are deployed and how work gets done.

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.
- Drive implementation of essential elements of data protection legislation, such as the principles of data processing, data subjects' rights, data protection impact assessments, records of processing activities, security of processing, and notification and communication of data breaches.
- Provide advice, guidance, and information to the organisation including senior colleagues and the board and those processing its personal data regarding their legal and regulatory obligations.

- Oversee the implementation of data compliance tools and ensure robust policies and procedures are in place to achieve consistent good practice across the organisation and ensure the regular review and refresh of all data protection policies and procedures.
- Undertake confidential investigations in relation to data breaches as appropriate and make recommendations to the business on improvements or action relating to staff as necessary.
- Liaison with all parts of the business and stakeholders to be able to manage and respond on data protection matters.
- Design and deliver 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.
- Co-operate with colleagues in the CIO directorate in relation to wide information security activities.
- Deliver project related work in line with objectives set by other teams and senior colleagues – in relation to the efficient and effective provision of services provided by the data protection team and in connection with the team's relationship and management of external legal services provided to SNG. Approach such matters with a view to improvements in service provision, customer care and greater productivity advantages.
- When required give support to the Group General Counsel and Legal and Regulatory Director and General Counsel on the following matters affecting the data protection affairs of SNG; to include but not limited to:
 - Assist in dealing with projects arising from time to time relating to legal issues or changes in data protection legislation.
 - Assist in dealing with complex or high value data protection problems in conjunction with senior colleagues within SNG and to obtain specialised advice tailored to SNG's specific needs to include helping managers make pragmatic well informed and prompt decisions.
 - Assist in representing the data protection team in matters of cross-team changes to process.
 - Assist in reporting (at least annually) to the board, committees, executive board or members of EB or SLG on matters of significance – ensuring advice is coupled with practical recommendations for a way forward, exercising direct right of access to bring urgent concerns to the attention of the Executive Board and Chair of the Audit and Risk Committee if normal line management channels are unavailable.
 - Assist on regulatory matters to ensure compliance by the team or potentially assisting senior managers with their compliance concerns.

Regulatory Compliance

- Stay updated on regulatory changes and emerging trends, adjusting compliance strategies as necessary to ensure ongoing adherence to regulatory requirements.
- 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.
- Provide training and educational resources on relevant data protection matters to enhance awareness and understanding.

- Support comprehensive risk assessments to identify potential data protection risks and develop strategies for mitigating those risks effectively.
- Support the establishment of processes for ongoing monitoring and auditing of compliance activities to ensure adherence to policies, procedures, and regulatory requirements.
- Support the development and implementation of crisis management plans for addressing data protection crises, including communication strategies, coordination of response efforts, and legal representation as needed.
- Maintain up to date registration details for all relevant SNG companies/subsidiaries and SNG's Data Protection Officer (DPO) details and entities with the information commissioner.
- Coordinate and maintain an up to date information asset register.

Leadership

- Assist in managing the Data Protection team with a focus on articulating a clear vision, providing direction, and fostering a culture of accountability, high performance, and continuous improvement.
- Allocate resources efficiently and effectively within the team, managing workload and priorities.
- Ensure oversight of relevant systems, processes, policies, and resources to ensure that the Data Protection team provide professional, reliable, and responsive services to the business.
- Implement SNG's corporate plan and objectives within it.
- Promote equality, diversity, and inclusion efforts to ensure an inclusive and supportive work environment in line with SNG's policies and procedures.
- Encourage and support employee wellbeing, engagement, development and mentorship.
- Assist in addressing people related matters and work with the relevant support teams.
- Create, design and manage team quality controls within the Data Protection team for example working on procedures and processes, adapting to legal and regulatory changes, compliance with relevant standards, monitoring risk, and personal data management.
- Create team precedent documentation, communication, policies and procedures and engaging with other relevant departments on end-to-end processes.
- Ensure that the office manual, all team rules, policies and procedures are adhered to and each team member is compliant by undertaking file reviews and procedure reviews.
- Ensure a customer focused Data Protection team service whilst keeping the service within the boundaries and scope of the legal team's service promises.
- Proactively prepare for, lead and participate in all team, department or other internal meetings in order to fully utilise the opportunity to share information and opinions, make decisions, implement and move forward on matters affecting the organisation.

General

- Role model SNG's values and leadership behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Proactively promote the Everyone Safe and Well vision and principles, guiding by example to create a positive environment where health, safety and wellbeing are integral values for all colleagues.
- 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.
- IAPP CIPP/E certification or working towards.
- Relevant experience and knowledge of the requirements of being a Deputy Data Protection Officer within a business environment.
- Excellent analytical, organisational and administrative skills.
- Ability to exercise independent judgement and able to provide appropriate challenge to Officers and Managers on compliance with agreed policies and procedures.
- Ability to work independently and lead a team in a fast-paced environment.
- Ability to exercise good judgment and discretion.
- Ability to co-ordinate projects and people.
- Excellent organisation skills.
- Ability to communicate effectively including the use of negotiation and influencing skills.
- Experience of using Privacy Impact Assessment Framework and of designing process mapping.

Desirable

- Proficiency in using Microsoft office suite and Adobe Pro.
- Excellent research skills.
- Ability to develop strong working relationships within the Data Protection 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	5153	Lynn-Marie Denyer	23/07/2026	01/08/2026