

# JOB PROFILE



— **Data**

**Protection** —

— **Specialist** \



# WOMEN4IT

## DATA PROTECTION SPECIALIST

### Job profile

Data Protection officers ensure that an organisation processes the personal data of its staff, customers, providers or other individuals in compliance with the applicable data protection rules.

### LEVEL OF AUTONOMY

Data Protection officers work as a member of staff within an organisation of any size but there are strict rules around supporting the data protection officer in performing his/her duties independently.

### USE OF ICT

Data Protection officers work on a personal computer, in an office environment, using common office applications to carry out their work.

### MISSION

Data Protection Officers can help an organisation demonstrate compliance with GDPR legislation and are part of the enhanced focus on accountability.

### TYPICAL WORK ACTIVITIES

- Inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.
- Assist in the development of the organisation's data protection and privacy policies and other statements.
- Monitor compliance with the GDPR and other data protection laws, and with the organisation's data protection policies, including raising awareness of data protection issues, training staff and conducting internal audits.
- Advise on, and monitor, data protection impact assessments.
- Be the first point of contact and cooperate with the national data protection authority.
- Keep up to date with latest EU GDPR developments.

## BEHAVIOURAL COMPETENCES

- Collaborate with other professionals, teamwork
- Exchange information verbally
- Communicate information in written format
- Problem solve
- Show leadership

## ATTITUDES

- Detail oriented
- Patient
- Responsible
- Ethical

## COMPETENCES

FUNCTIONAL COMPETENCES		Mapping to DigComp 2.1 – competence and level
1	Expert knowledge of EU GDPR and National Data Protection legislation	4.2 Protecting personal data and privacy L8
2	Evaluate, monitor and make recommendations around the organisation's data processing procedures.	1.2 Evaluating data, information and digital content L8 5.2 Identifying needs and technological responses L8
3	Analyse risk, prioritise accordingly.	
4	Explain legal terms and concepts in everyday language to a diverse audience.	
5	Coordinate with data processors and controllers.	2.1 Interacting through digital technologies L6

		2.2 Sharing through digital technologies L6 2.4 Collaborating through digital technologies L6
10	Use a variety of communication tools such as email, messaging, online meetings to communicate with colleagues, managers, customers and data protection authorities.	2.1 Interacting through digital technologies L6 2.2 Sharing through digital technologies L6 2.4 Collaborating through digital technologies L6

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Project implemented by:



