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Data Protection Officer (DPO)

Full-Time/Part-Time

Ref: DPO06/2018

Candidate Brief

July 2018

## Background

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care in the UK by providing evidence-based research and policy analysis and informing and generating debate.

**Vision**

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

* improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
* using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
* bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
* being grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

**Values**

In everything we do we strive to be:

* independent and free from vested interests.
* rigorous, robust and evidence-based in the work we undertake.
* relevant, supportive but also challenging when we need to be.
* open and engaging with all those we come into contact with.
* an organisation that makes a difference to the quality of policy-making and practice in the UK.

**Current work programme**

We have three core types of activity:

* **Public policy work** – analysis and commentary on major issues affecting health and social care.
* **Healthcare delivery** – in particular research into and analysis/evaluation of new models of care and the workforce and other supporting infrastructure required to deliver them.
* **System working** – including the performance of the health and social care system, trends in quality and identifying emerging trends.

Our work programme focuses on a number of key topic areas – all of which are crucial to the long-term sustainability of the system:

* NHS and social care reform
* Quality of care
* The NHS workforce
* New models of health care delivery
* Older people and complex care.

These areas are outlined in more detail in the [Our Priorities section](https://www.nuffieldtrust.org.uk/our-priorities) of the Trust’s website.

However, our work programme is constantly evolving to keep pace with the changing policy environment and our assessment of where our skills and knowledge could make a real difference to policy and the lives of patients, the public and those who deliver health and care services. For example, we are currently developing a programme of work on children and young people, building on existing work by the Nuffield Trust.

## Our organisation

The Nuffield Trust has 40 employees and an annual income of around £4m generated from our endowment and externally funded work. The organisation has four directorates that work closely and collaboratively to support the work of the Nuffield Trust.

The Policy and Research teams undertake a wide range of policy related research and analysis including related consultancy work. The two teams frequently work together on projects. The Policy team has particular expertise in the use of qualitative research methods. The Research team has particular expertise in the use of quantitative and economic research methods.

Our web site ([www.nuffieldtrust.org.uk](http://www.nuffieldtrust.org.uk/)) contains details of the range and depth of our research, policy and commentary work.

JOB DESCRIPTION

We are looking for a Data Protection Officer to effectively administer our research data and our information governance procedures, with a leading role in the design and continual improvement of our Information Security Management System.

The Data Protection Officer is responsible for monitoring the Trust’s compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (subject to Royal Assent), as well as other applicable privacy laws. The DPO will be responsible for informing and advising the Trust on its Data Protection obligations, providing advice regarding Data Protection Impact Assessments (DPIAs) and to act as the contact point for data subjects and the relevant Data Protection authorities.

The applicant will also be responsible for supporting c.20 analysts within the Trust to access and manage the data required for research projects. A large part of this job will be liaising with NHS Digital and other data controllers to obtain appropriate approvals for data, ensuring Nuffield Trust compliance with Information Governance (IG) and Information Security (IS) requirements, and arranging the secure transfer and internal management of datasets.

These datasets often include pseudonymised individual-level data from routine data sources – such as hospital episode statistics, primary and social care data sets, as well as other clinical datasets, and they underpin the majority of quantitative research projects carried out by the Nuffield Trust. Furthermore, our qualitative research routinely involves the collection of data through interviews, questionnaires and other methods and we are committed to ensuring that this data is collected, stored and archived using best practice principles used for quantitative data.

The Nuffield Trust is committed to undertaking ethical research that protects personal information and uses data responsibly to benefit patients and the public. We are committed to maintaining the international standard for information security management (ISO27001) that we achieved in 2016 and part of this role will be to act as guardian to this achievement.

The applicant will support the development of IG training and provide support to staff across the Nuffield Trust. They will be expected to keep up to date with the latest developments in IG and data security, as well as contributing to thinking on IG and data security in the wider health care community.

**Principal responsibilities**

Reporting to the Deputy Director of Finance and IT, working closely with the research and policy teams, communications team and the IT Manager, the individual will take on organisation-wide responsibilities for IG.

The principal responsibilities will be:

Data Protection Officer responsibilities:

* to inform and advise the Trust, its data processors and employees who are  
  processing personal data of their obligations
* to promote compliance with Data Protection legislation and best practice across the Trust
* to monitor compliance with the GDPR / DPA 2018, including the assignment of responsibilities, awareness-raising and training of staff involved in the processing operations, and the related audits
* provide routine reports to the Trust’s Information Governance Committee on Data Protection issues
* to brief the Chief Executive/Senior Management Team and Trustees on any major issues associated with Data Protection
* to provide advice where requested as regards the data protection impact assessment and monitor its performance pursuant to GDPR Article 35
* to cooperate with the supervisory authority (the Information Commissioners Office in the UK)
* to act as the contact point for the supervisory authority on issues related to the processing of personal data
* give due regard to the risk associated with processing operations, taking into account the nature, scope, context and purposes of processing
* keep up to date with changes in Data Protection legislation as it develops through case law, and consider the potential impact on the work of the Trust
* to shape the thinking on IG and data security in the wider community and demonstrating best practice.

**Research data management responsibilities:**

* Supporting analysts in obtaining health care data for research and evaluation purposes on a national and local level.
* Supporting staff across the Trust to undertake ethical research that protects patients’ information, including in the application process for ethical and governance clearance.
* Liaising with NHS Digital and other data controllers to ensure smooth processing of applications for data, compliance with IG and IS requirements and management of data sharing agreements.
* Working with the IT Manager to organise secure transfers of pseudonymised individual-level data to the Nuffield Trust from NHS Digital and local health care organisations.
* Working with the IT Manager to coordinate consistent approaches to data access and data management across multiple projects, including staff use of the Trust’s asset register and risk register.
* Managing the accreditation of the Nuffield Trust to demonstrate compliance with UK and international IG and IS standards (e.g. NHS Digital IG Toolkit and ISO27001).
* As part of the IGC, monitoring, reviewing and improving guidance, policies and procedures to support data management at the Nuffield Trust and audit compliance.
* Manage the Trust’s IGC and associated work programme.
* Keeping up to date with changes in patient data collections and their potential impact on the work of the Trust, plus new data collections that provide new opportunities for useful research.

**PERSON SPECIFICATION**

**Essential requirements:**

* A keen interest in Data Protection and Information Governance, and the ability to learn, understand and apply this knowledge.
* Strong knowledge of the GDPR and UK Data Protection Bill / DPA 2018.
* A thorough understanding of data security with a proven track record of successfully managing the security of person identifiable data.
* Knowledge of Information and Cyber Security risks and information security standards (e.g. ISO27001.
* A working knowledge of governance arrangements for administrative data sources in the United Kingdom, and an ability to learn and understand requirements specific to the health and care sectors.
* Experience of working for or with suppliers of confidential information on health and social care, such as NHS Digital.
* Experience of working in data security and data governance.
* Experience of the collection of data to support effective Project Management – facilitation, validation and reporting.

**Highly desirable:**

* IAPP Information Privacy Professional/Europe (CIPP/E / CIPP/M) / ISEB Certificate in Data Protection or equivalent.

**Skills and abilities**

* A person who is open, approachable and has good communication skills to all staff across the organisation irrespective of role or seniority
* Ability to work in a diverse team and to take account of a wide range of views and opinions when making decisions
* Ability to write clearly for a range of audiences, often at short notice
* A person who is well-organised with an ability to manage and lead on multiple projects at any one time
* Ability to motivate staff with tact and diplomacy
* Proficiency in data management
* An understanding of Risk and Risk Management in respect of data governance
* Advanced in the use of MS Office especially Excel
* Good analytical and numeracy skills
* Good understanding of project management and reporting
* Developing and operating clear processes
* A person who is collegiate with proven ability to work across teams successfully
* A person who is flexible and respectful of colleagues
* An understanding of, and commitment to, equal opportunities and diversity.

**This job description covers the major tasks to be carried out with the level of responsibility which the post holder will work, and may be revised and changed from time to time.**

**HEALTH AND SAFETY**

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Trust policies related to health and safety and risk management.

**DATA PROTECTION**

Your attention is drawn to the confidential nature of this post. Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under Data Protection legislation, or an action for civil damages under the same legislation in addition to any disciplinary action taken by the Trust which might include dismissal.

**TERMS OF APPOINTMENT**

This is a full-time permanent position, although part-time (a minimum of 4 days per week), will be considered. The role is based in London. The salary for this position will be dependent on the background and experience of the chosen candidate and will be circa £43,000 per annum.

The offer of employment will be subject to receipt of two satisfactory references and evidence of right to work in the UK.

**BENEFITS**

Employees of the Nuffield Trust are automatically enrolled in a defined contribution pension scheme after three months from the commencement of employment. Employees are required to contribute a minimum of 4 per cent of their salary and the Nuffield Trust contributes 14 per cent.

Annual leave is 28 days per year (pro rata for part-time positions), three days of which must be taken between Christmas and New Year when the office is closed. This rises to 30 days per year (pro rata for part-time positions) on completion of five years’ service.

A range of other benefits are available after successful completion of the probation period, including an interest free travel loan.

The Trust also encourages personal development and training programmes for all its employees.

**APPLICATION AND SELECTION PROCESS**

**Candidates wishing to apply should submit a detailed CV and complete the Application Form and Recruitment Monitoring Form, returning them to:**

Recruitment, Nuffield Trust, 59 New Cavendish Street, London, W1G 7LP, or email: [recruitment@nuffieldtrust.org.uk](mailto:recruitment@nuffieldtrust.org.uk)

Telephone number (enquiries): Helen McCarthy 020 7631 8450.

**The closing date for applications is 12pm on Monday 20 August 2018.**

**Shortlisted candidates will be invited for interview in London on Thursday 30 August 2018.**

**Please note that due to the expected high number of applicants, if you have not heard back from us within two weeks of the closing date, your application has been unsuccessful.**