Data Protection Officer

£30,000 - £35,000

Location: Southend-on-Sea

Overview:

Reporting to the Risk and Compliance Director, this individual is the recognised Data Protection Officer for Hood Group, and its subsidiaries, and is the in-house point of reference for all data security related matters.

Outlines suitable and practical data security governance measures for the adoption by Hood Group and its suppliers. Collaborates with key stakeholders in the supply chain to ensure a consistent and comprehensive end-to-end approach to data security.

Key Responsibilities:

- Delivers against all ICO and other regulatory bodies data protection requirements to ensure that Hood Group's data security is (at the very least) compliant and fit for purpose;
- Leads the in-house GDPR project and other data security projects in collaboration with key stakeholders;
- Liaises regularly with key stakeholders within the business and within partner organisations regarding data security and associated topics;
- Chairs the in-house Information Security Committee, holds monthly meetings produces agendas and minutes of the meetings held including actions to be carried out;
- Designs and delivers policies and processes for Hood Group to adopt to improve data security and to protect its clients' data;
- Ensures that data breaches are identified and reported in line with regulatory measures
- Delivers monthly reports to Board level demonstrating progress and escalating matters when necessary;
- Deals with data subject access requests from all stakeholders;
- Advises on cyber risk security elements for governance and insurance purposes
- Assists the Risk and Compliance team with referrals, requests and incidents relating to data security;
- Signs off training elements of data security;
- Assists with contract drafting for data security and intellectual property protection clauses;
- Oversees and delivers necessary licenses and renewals relating to data security, including ICO, PCI DSS;
- Provides support to the Risk and Compliance team in their workload in a contingency basis;
- Any other adhoc duties as required.

Skills and Experience:
Ability to influence others and work collaboratively to reach a shared aim.
Attention to detail

Required:
Experience of having worked in a data security environment role for a minimum of 2 years.
Knowledge of the ICO, PCI DSS and other relevant requirements.

Beneficial:

Established working links to regulatory bodies, and networks for data security information, referrals and solutions.

Qualifications

- Minimum of 5 GCSEs at grade C or above or equivalent to include Mathematics and English

- FIT or progress towards a suitable recognised qualification.

Competencies:

- Communication
- Personal Development
- Team Work
- Customer Focus/ Results / Excellence

About Us

The Hood Group is a privately owned business providing insurance solutions for over 30 years to some of the most well respected brands, insurance partners and financial intermediaries. Established in 1983, we came from modest beginnings in the City of London with a small team of passionate people who wanted to help change insurance for the better. We offer our partners an end-to-end service; from product and quote platform design through to sales and retentions. The Hood Group is now one of the largest employers in South East Essex with around 180 staff, award winning services and cutting edge technology.

We invest in the careers of all our staff, through training, qualifications and by providing a pro-active learning environment. We understand the importance of staff wellbeing and maintaining a good work/life balance and also provide opportunities such as flexible working and career breaks. There is a Group funded Sports and Social committee and we provide free local gym membership, seated acupressure massages, and fitness classes in our onsite Wellbeing studio. On completion of probation we also provide an excellent benefits package that includes life assurance, pension scheme, medical cover, permanent health insurance and much more.