



**MINISTRY OF EDUCATION, SKILLS,
YOUTH AND INFORMATION
NATIONAL COUNCIL ON EDUCATION
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Data Protection Officer
Job GRADE	GMG/SEG 2
POST NUMBER	TMP150945B
AGENCY	National Council on Education
REPORTS TO	Executive Director
MANAGES DIRECTLY	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.
This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date Received in Human Resource Division

Date Created/Revised

1. Job Purpose:

Under the general direction of the Executive Director, the Data Protection Officer is responsible for ensuring the Ministry operates in accordance with the Data Protection Act 2020. The incumbent is also responsible for providing technical advice and for coordinating all aspects relating to data privacy. S/he will play a critical role in safeguarding the privacy rights of individuals for whom data are held or processed by the NCE and will ensure that sensitive data are protected in accordance with the law.

2. Key Outputs:

- External Regulations (Data Protection Act) and internal controls adhered to;
- Data Protection framework and strategy developed and implemented;
- Data Protection impact assessment conducted;
- Breaches identified and notifications prepared;
- Reports prepared and submitted;
- Continuous monitoring conducted;
- Adherence/compliance with standards monitored;
- Governance and accountability mechanisms evaluated and recommendations made;
- Research and analysis conducted and findings documented;
- Continuous improvement strategies developed and implemented;
- Advice and recommendations provided;
- Sensitisation sessions conducted/facilitated;
- Strategic and annual operational plans
- Individual work plan, mid-year review and annual performance appraisal report.

3. Key Responsibility Areas:

Technical/Professional Responsibilities

- Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, 2020, including developing templates for data collection, and assisting with data mapping;
- Ensures that the National Council on Education (NCE) processes personal data in compliance with the data protection standards, the Data Protection Act and acceptable practices;
- Liaises with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the NCE is dealt with in accordance with the provisions of the Data Protection Act;
- Keeps abreast of Jamaica data protection laws and regulations, industry best practices and international data protection laws, including the European Union's General Data Protection Regulations (GDPR), the Electronic Privacy Act, and other international data protection laws;
- Notifies in writing, the Data Controller of any contravention of the data protection standards or any provisions of the Data Protection Act;
- Investigates and responds to data security breaches or security incidents promptly, ensuring appropriate notices are provided to the regulatory authorities, affected individuals and other relevant parties as required by law;

- Reports any contravention by the NCE of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;
- Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the NCE;
- Develops internal policies and procedures related to the processing of personal data;
- Makes recommendations for the appropriate organisational and technical measures to ensure the security of personal data;
- Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- Develops and implements standard operating procedures (SOPs) for addressing all complaints pertaining to the NCE's privacy policies and procedures;
- Provides advice/information to the NCE and its employees on their obligations under the Data Protection Act and state data protection provisions;
- Manages and conducts ongoing reviews of the NCE's Data Protection Framework;
- Disseminates current information on policies, procedures and legislation for the NCE's staff to be aware as well as to promote the quality culture;
- Develops and implements approved certification mechanisms to exhibit compliance;
- Monitors and evaluates recommendations implemented for addressing weaknesses and deficiencies in relation to the processing of personal data;
- Prepares reports and presentations on analyses and findings;
- Conducts a data protection impact assessment in respect of all personal data in the custody or control of the NCE;
- Conducts periodic assessments to identify potential risks, gaps or breaches in data protection and develops strategies to mitigate these risks;
- Conducts sensitisation sessions for staff on the components of the Data Protection Act, Regulations and policies;
- Collaborates with the Ministry's ICT Division in the maintenance of a data security incident management plan to ensure timely remediation of incidents including impact assessments, security breach response, complaints, claims or notifications and respond to subject access requests;
- Collaborates with the relevant officers from the Internal Audit Unit, Legal Services Unit and other key stakeholders to monitor, implement and analyse compliance programmes;
- Monitors to ensure that the NCE's ICT systems and procedures conform with the relevant data privacy and protection laws, regulations and policy;
- Participates in the collection of data, analyse and reports on key performance measures;
- Provides responses to comments and queries from data subjects in relation to the processing of personal data;
- Provides regular reporting to the Executive Director and the Executive Team of the NCE on data protection activities, compliance status and emerging privacy risks;
- Monitors changes to local privacy laws and makes recommendations where necessary.

Strategic Planning

- Prepares annual strategic and operational plans for the data protection portfolio
- Prepares monthly, quarterly and annual management reports in keeping with the Public Bodies Management and Accountability Act (amended 2011)
- Ensures that key performance targets are met in keeping with the Councils' business plan
- Represents the Council at conferences and stakeholder meetings where necessary.

Other Responsibilities:

Performs any other duty as assigned by the Executive Director

4. Performance Standards:

- External regulations (Data Protection Act) and internal controls adhered to in accordance with legislative framework;
- Data protection framework and strategy developed and implemented in accordance with legislative framework;
- Data Protection impact assessments conducted within agreed timeframes;
- Breaches identified and notifications prepared within agreed timeframes;
- Reports prepared and submitted within agreed timeframes;
- Continuous monitoring conducted in accordance with legislative framework;
- Adherence/compliance with standards which are monitored in accordance with legislative frameworks;
- Governance and accountability mechanisms evaluated and recommendations made;
- Research and analysis conducted and findings documented in accordance with legislative frameworks;
- Continuous improvement strategies developed and implemented in accordance with legislative framework;
- Technical advice and recommendations provided within agreed timeframes;
- Sensitisation sessions conducted within agreed timeframes.

5. Contacts:

Internal

Contact (Title)	Purpose of Communication
Executive Director	To receive and provide guidance and technical advice
Internal Audit	To provide technical advice and guidance
ICT Division	To provide technical advice and guidance
Divisional/Branch/Unit Heads	To provide technical advice and guidance
Regional Offices	To provide technical advice and guidance
All staff members	To provide technical advice and guidance

External

Contact (Title)	Purpose of Communication
Office of the Information Commissioner	To obtain and share information relating to the administration of the Act
Ministries, Departments & Agencies	To receive and provide information, consultation
Regional/International Partners	To receive and provide information
Members of the Public	To receive and provide information

6. Required Competencies:

Core

- Excellent oral and written communication;
- Excellent presentation skills;
- Excellent analytical, critical thinking, decision-making and problem solving skills;
- Excellent planning and organizational skills;
- Excellent interpersonal skills that will foster a harmonious working environment;
- Strong customer service skills with a focus on quality;
- High level of integrity and confidentiality.

Technical

- Sound knowledge of applicable laws, policies, regulations and procedures;
- Good knowledge of auditing techniques and practices;
- Good knowledge of risk management techniques and strategies;
- Knowledge of Corporate Governance Framework for Public Bodies in Jamaica;
- Sound knowledge and understanding of GOJ policies and programmes and the machinery of government;
- Understanding of data management and information security principles including encryption, access controls and risk management;
- Strong quantitative and qualitative analytical skills;
- Knowledge of change management principles and practices;
- Strong environmental scanning, analytical and interpretive skills;
- Strong negotiating and persuasive skills;
- Experience in conducting data protection impact assessments and developing privacy policies procedures and guidelines;
- Experience with handling data breaches, critical incidents and the ability to effectively interact with the Office of the Information Commissioner;
- Proficiency in the use of the relevant computer applications.

7. Minimum Required Education and Experience:

- A Bachelor's Degree in Computer Science, Audit or equivalent qualification from a recognised tertiary institution;
- Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB (preferred);
- Exposure to legal training would be an asset;
- Sound knowledge of the Data protection Act and other applicable data protection polices;
- One (1) year related work experience.

8. Authority To:

- Recommend security procedures and maintenance for Data Protection;
- Report breaches to the OIC;
- Develop and review data protection policies;
- Maintain risk and breach register;

- Take remedial action for breaches;
- Conduct/facilitate training and sensitisation sessions relating to data protection;
- Data Protection Security Audits;
- Recommend appropriate standards;
- Recommend improvements in corporate governance framework;
- Recommend changes to regulatory framework;
- Access to highly personal confidential and sensitive data/information.

9. Specific Conditions Associated with the Job:

- Normal office working environment;
- May be required to work beyond normal work hours in order to meet deadlines;
- May be required to work on public holidays/weekends;
- Possession of a valid driver's licence and a reliable motor vehicle.

10. Validation of Job Description

This document is validated as an accurate and true description of the job as signified herein:

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