



Post: Data Protection Manager
Reference: TG2434
Band: 2L
Department: Director's Office
Contract: Permanent
Hours: Full-time
Reporting to: Head of Director's Office
Location: Millbank, London

Background

Our vision is to act as a champion for art in society. We do this through activities in our four galleries across the UK (Tate Liverpool, Tate St Ives, Tate Britain and Tate Modern), our digital platforms and collaborations with our national and international partners. At the heart of Tate is our collection of art, which includes British art from the 16th century to the present day, and international modern art from 1900 to the present day.

The Director's Office sits at the heart of Tate and includes the Director and Managing Director. Overall, the Director's Office leads Tate through the effective development, coordination and delivery of Tate's strategy, coordinates the process of corporate governance at Tate, leads on internal policy development and Tate's contribution to external policy and manages Tate's compliance as a public body.

You can find further information about Tate on our website: www.tate.org.uk

Purpose of Role

Working with colleagues from across Tate, the post-holder will continue the implementation of GDPR procedures and oversee data compliance across Tate.

Main Activities/Responsibilities

- Assume day to day responsibility for data management and across the Tate group (including its subsidiary companies).
- On an ongoing basis, examine business processes across Tate, identifying gaps and requirements then working with colleagues to implement solutions and systems, including policy where appropriate.
- Maintain, review and enforce suitable and relevant Data Protection policies and procedures including Subject Access Requests, breach notification process, privacy notices.
- Analyse and respond to recommendations from Tate's Audit Committee and Internal and External Audit in relation to data on compliance
- Manage training and induction processes in respect of data handling.
- Act as subject specialist, providing advice and guidance to staff who control and process personal data about their obligations with regard to relevant data protection laws, ensuring service delivery is balanced with compliance and advising on Privacy Impact Assessments
- Be the first point of contact with the Information Commissioner's Office in the UK on issues related to the processing of personal data
- Lead investigations into complaints about breaches and undertake reporting and remedial action as required.

- Manage annual reporting to Tate's Trustees, Audit Committee and Senior Executive on data management, drafting papers and reports as appropriate
- Oversee and other general Data Management and Information processes across Tate through participation in Tate's Freedom of Information Group, including handling Data Subject Access Requests

Person Specification

Essential

- Strong technical knowledge and proven experience in data and information law and regulation, including GDPR, the Data Protection Act and the Freedom of Information Act
- Demonstrable business and process analytical skills, including the ability to convey analytical information effectively to senior audiences, both written and orally, as well as the ability to explain concepts, ideas and technologies in a clear and understandable manner to non-specialists
- High levels of IT literacy, including Familiarity with database and contact management systems
- Ability to devise and deliver training around Data Protection and GDPR
- Ability to engage and manage supplier agencies
- Ability to identify potential difficulties at an early stage and know when to consult others, including the legal team or senior staff
- Proven ability to write and present reports, policies and procedure documents
- Strong interpersonal and influencing skills, proven ability to negotiate and work collaboratively across a complex organisation to achieve and deliver results.
- Able to work under pressure, plan and work independently, manage competing demands and prioritising activities effectively
- Project Management skills and a successful track record of managing change in a complex, multi-site environment
- Ability to work collaboratively with a diverse range of colleagues and to treat all colleagues with dignity and respect
- Interest in and commitment to the work of Tate

Desirable

- Knowledge of Environmental Information Regulations

Summary of Terms and Conditions of Employment

Type of Contract

This appointment is offered on a permanent contract.

Working Hours

This post is offered on a full-time contract working 36 hours per week – Monday to Friday.

Salary

This post is graded on Band 2L of the Tate pay scales.

An appointment will be made at circa £40,000 per annum.

A review of pay is undertaken annually at Tate through negotiation with the recognised trade unions. Any increases to individual salaries, will be subject to the terms of Tate's annual pay settlement and will be applied from 1 April.

Annual Leave and Public Holidays

Annual leave is 25 working days per annum rising to 27 working days per annum after three years' service. In addition, we offer paid time off for the 8 public holidays and 1 Tate day (on 24 December when the galleries are closed).

Pension Benefits

An important part of the pay and reward package Tate offers employees is the option to join the Civil Service Pension arrangements. These arrangements currently offer a choice of two types of pension:

- **Alpha.** This is a defined benefit occupational pension scheme that currently has a member contribution rate which ranges from 4.6%-8.05% dependent on your salary. As your employer we meet the rest of the cost of the scheme. Further information about this can be found at www.civilservicepensionscheme.org.uk
- **Partnership** pension account. This is a stakeholder pension with a contribution from ourselves. How much we pay is based on your age. We pay this regardless of whether you choose to contribute anything. You do not have to contribute but, if you do, we will also match your contributions up to 3% of your pensionable earnings. The contributions are in addition to the age-related contribution mentioned above.

If you have previously worked for an employer who participated in the Civil Service Pension scheme or other Public Service pension schemes different conditions may apply.

Other Discretionary Benefits

- Interest-free Season Ticket Loan.
- Cycle to Work scheme – enabling you to buy a bike in a tax efficient way, for travelling to and from work.
- Rental deposit scheme – an interest free advance to help towards the cost of a deposit for privately rented accommodation
- Subsidised staff catering arrangements and discounts in the Tate Restaurants and Cafes.
- Access to Tate Benefits which offers access to discounts in high street stores.
- Access to a 24/7 Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources.
- Free entry to paying exhibitions at Tate Galleries. Opportunities for family and friends to visit the major exhibitions out-of-hours.
- Discounts on items purchased in the Tate shops.
- Free access to a number of other galleries and museums throughout the UK on production of a valid staff pass.

Safer Recruitment

Tate is committed to providing a safe environment for all those who work at Tate and all those who come into contact with Tate as visitors to the galleries, as participants in Tate activities, and online. The safe recruitment of all those who undertake work on behalf of Tate is the first step to ensuring that we are fulfilling this commitment.

All positions at Tate are offered subject to the following conditions:

- Receipt of satisfactory references covering the last 3 years of your employment or education.
- Health clearance
- A satisfactory Disclosure Check.
- Proof that you are legally entitled to work in the UK

You can find out more information about our pre-employment checks and what they mean for you in our 'Guidance Notes for Applicants' document.

Diversity and Inclusion

Our aim is to become a truly inclusive organisation with a workforce and audience as diverse as the communities we serve. This is fundamental to Tate's future success and our ability to continue to contribute to culture and society in the UK.

We want our workforce to be more representative of all sections of society at all levels in the organisation. The range of perspectives and experience diversity brings is an asset to our organisation and we want to create an inclusive, welcoming environment for visitors, artists and all those who work at Tate. Tate expects all employees to contribute to this aim as part of their role. More information about diversity and inclusion at Tate can be found on our [website](#).

How to apply

Our opportunities are open for you to apply online. Please visit: www.tate.org.uk/about/workingattate/ to create an account by registering your details or, if you are an existing user, log into your account. For all opportunities we ask candidates to complete an online application form for the vacancy they are interested in. If you need an application form in an alternative format please call us on 020 7887 4997. Once you have submitted your application you can keep track of its progress by logging into your account.

The closing date for the submission of completed application forms is **21 August 2019 by midnight**.

Our jobs are like our galleries, open to all.

