

# Data Protection Officer

February 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking talented professionals to join our thriving, award-winning, 80-person-strong Mauritius office. Client focussed and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

## The Role

Trident Trust Company (Mauritius) Limited (Trident) is looking for a data protection officer (DPO). The role of the DPO will be to provide guidance and support concerning data protection at all levels within the organisation and be the main contact point with respect to data subjects and the data protection office.

## Duties

Key responsibilities include:

- Inform and advise the controller/processor and its employees about their obligations to comply with the Data Protection Act 2017 (DPA) and other data protection laws that are relevant to the group, such as the GDPR
- Monitor compliance with the DPA and other data protection laws, including managing internal data protection activities, advising on how to conduct data protection impact assessments, training staff and conducting internal audits
- Serve as the primary point of contact for queries in the business, and provide advice where requested on data protection impact assessment and monitor the performance of assessments
- Draft, review and design data protection policies, processes, agreements, clauses and contracts
- Foster a data privacy culture within the company through an awareness-raising and training program
- Advise on and investigate potential data protection breaches and maintain a register accordingly
- Any other adhoc duties as required by management

The selected candidate will also act as the DPO of the Trident Mauritius office's managed entities and will have at a minimum the following responsibilities:

- Drive the implementation of DPA compliance for clients in various sectors
- Undertake data protection registration and handle renewal forms to ensure they meet established requirements

- Advise on matters relating to the security of personal data
- Review the current framework in place to ensure adequate protection of personal data
- Act as contact point for and cooperate with both the relevant data protection authorities and data subjects when data subjects exercise their individual data rights; also supervise and advise on the responses to such requests

## Qualifications, Experience and Skills

- A degree in finance, economics, commerce, business administration accounting, or law and management, and a professional qualification (ACCA/ACA/ICSA/STEP) or equivalent
- At least five (5) years of experience in the global business sector
- At least two (2) years' working experience in a similar position
- Applicant must have a strong understanding of data protection laws (both local and GDPR) and regulatory requirements
- Good communication skills, both verbal and written
- Excellent knowledge of the general legal and regulatory framework, and finance principles and reporting
- Good analytical and problem-solving skills
- Ability to handle confidential information
- Highly motivated with the ability to work well individually using initiative, as well as in a team environment
- A high level of accuracy and attention to detail
- Quick learner who can adapt to different work environments
- Ability to work under pressure
- Proficient in Microsoft Office tools and with information technology in general

## Training

Training will be provided to comply with ongoing continuing professional development and regulatory requirements as a minimum.

## Remuneration

Salary commensurate with experience and qualifications.

## Applications

Applications should include a full C.V. and will be treated in the strictest of confidence. Please submit applications to [mauritius@tridenttrust.com](mailto:mauritius@tridenttrust.com).