

Group Data Protection Officer

April 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. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The group data protection officer will report directly to the group head of risk and compliance, and will help continuously raise levels of knowledge and awareness of both data protection and information governance across all staff, and provide the group with an appropriate level of compliance and reporting on all data protection matters.

The officer will support the practical implementation of the group's data protection and information governance strategy, specifically its framework, policies, procedures and guidelines in accordance with legislation, national guidance and standards applicable to the group's operational jurisdictions.

Key Responsibilities

- Act as the data protection officer for the group and manage those roles across the group's entities (i.e., privacy liaisons in offices)
- Produce MI reports on data protection and information governance progress and issues, as required
- Be the escalation point for data protection matters, including potential breaches and incidents, and carry out related investigations that include detailed root cause analyses
- Conduct assessments of group offices, and understand and comply with data protection and information governance requirements
- Ensure that any gaps identified during post-incident reviews and/or active assurance reviews are addressed through implementation of effective action plans
- Work closely with key staff across all offices and at the group level to both raise awareness of data protection and information governance agenda, and suggest changes in work practices, which will enable the group to be compliant with both group baseline requirements, and also those applicable national standards required in the jurisdiction of operation

Duties

- Evaluate and interpret, as applicable, the associated national policies and legislation relating to information

governance and data protection applicable to the operational jurisdictions of the group; also write and/or update policies and procedures for promulgation across the group

- Establish, monitor and develop procedures to ensure that the group complies with all relevant legal, constitutional and regulatory requirements including, in particular, the General Data Protection Regulation (GDPR) and all relevant data protection and information governance regulations applicable to the operational jurisdictions of the group
- Assist with defining and documenting appropriate data protection and information governance performance measurement criteria that are used to monitor achievement of improvement plans, and then report the findings
- Coordinate and support group-level reporting on a timely basis
- Manage the group's data protection representation contract and requirement in line with regulatory requirements
- Ensure that all requests for information related to data protection and information governance are appropriately managed in line with the group's corporate requirements, any local jurisdictional requirements, and any other applicable legislation
- Provide applicable data protection and information governance reports for external bodies as required (i.e., Information Commissioner summary reports on processing, DPIA logs and reviews, etc.)
- Prepare reports on data protection and information governance progress and issues for the relevant boards and committees as and when required
- Lead the development and delivery of specific data protection and information governance training programmes for all staff across the group
- Support delivery of new and/or revised plans that reflect current data protection requirements

Skills & Knowledge

- Relevant professional qualification (CIPP or similar)
- Project management qualification and experience is desirable
- At least three (3) years of data protection experience including liaison with regulatory authorities (ideally as a data protection officer)
- At least ten (10) years of experience in a related field

- Excellent communication skills, in particular report writing
- Fluency in English language (both verbal and written)
- Ability to interpret complex regulatory requirements into practical plans
- Self-motivated and able to work independently
- Experience with interacting at the board level and reporting to boards and committees

Remuneration

An attractive compensation package will be based upon the successful candidate's relevant experience and overall suitability for the position.

How to Apply

Applications, which will be treated in the strictest of confidence, should include a full C.V. Please submit as follows:

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