

DATA PROTECTION OFFICER – JOB DESCRIPTION & PERSON SPECIFICATION

1. Job Description

The post of Data Protection Officer is an appointed post. The purpose of the post is to be the interface between the BAB and the Office of the Information Commissioner (IC) with regard to the application of, and BAB compliance with, the Data Protection Act 1988. The duties and responsibilities include but are not necessarily limited to:

- Attending Executive and General Meetings of the Board when requested to do so
- Ensuring that BAB Data Protection registration is current and the BAB is properly registered for the data it holds
- Providing advice, guidance and direction on all data protection matters to Officers and Members of the Board
- Maintaining, as required, the currency of the BAB Information Security Policy

2. Person Specification

The post holder should, ideally, have a background which encompasses and demonstrates:

- Experience and knowledge of the Data Protection Act 1988
- An ability to work as part of a management team
- An ability to work with a diversity of Aikido Associations, recognising their independence, but seeking to develop their commitment to a corporate approach
- IT literacy