

NUTRITION PRODUCTS LIMITED

JOB DESCRIPTION

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| POSITION | Data Protection Officer |
| GRADE | GMG/SEG2 |
| REPORTS TO | Chief Executive Officer |
| DIRECT REPORTS | N/A |

JOB PURPOSE:

The Data Protection Officer (DPO) will oversee, monitor, and ensure that Nutrition Products Limited complies with the Data Protection Act. The DPO will lead cross unit efforts to ensure adherence to legal, regulatory, and compliance obligations. This role involves providing specialist advice and support to the executive and senior management teams and collaborating with key internal and external stakeholders.

KEY OUTPUTS:

- Development, implementation, and adherence to NPL's Data Protection policy and guidelines.
- Staff education and training on data protection obligations and compliance.
- Conducting and reporting on data compliance audits.
- Implementation of mechanisms to monitor ongoing data compliance.
- Liaison between NPL and the Office of the Information Commissioner (OIC).
- Maintenance of records of data processing activities.
- Management of records based on data protection standards.
- Addressing breaches of the Data Protection Act.
- Handling queries relating to data protection.
- Submission of requisite reports.

KEY RESPONSIBILITIES:

- Ensure NPL processes personal data in compliance with data protection standards and the Data Protection Act.
- Spearhead the research, development, and implementation of Data Protection policies and procedures.
- Draft and amend internal data protection policies, guidelines, and procedures.
- Design and implement Data Protection Governance frameworks and strategies.
- Consult with the OIC to clarify the application of or address any infringements of data protection standards by NPL.
- Coordinate NPL's efforts to implement essential elements of data protection regulations.
- Oversee technology and audit systems ensuring appropriate assignment of responsibilities for data management and protection.
- Provide NPL with strategic legal and regulatory guidance on privacy and data protection issues.
- Perform or oversee privacy impact assessments, risk analyses, mitigation, and remediation.

- Inform and raise employee awareness about their data protection rights and responsibilities.
- Oversee the maintenance of records to demonstrate data protection compliance.
- Support a program of awareness-raising and training to foster a data privacy culture.
- Cooperate with the OIC on investigations, complaint handling, and inspections.
- Highlight and address any failures to comply with data protection rules and policies.
- Develop and support data incident response and data breach notification procedures.
- Prepare and submit routine and special reports as required.
- Participate in meetings, seminars, workshops, and conferences as required.
- Perform other related duties as assigned.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- At least a Bachelor's Degree in IT Security, Audit, Law or a related field.
- Minimum of three (3) years' experience in law, audit, risk management, compliance, or equivalent.
- Demonstrable experience and understanding of data privacy legislation
- Experience or specialized training in records and information management systems.
- At least one Data Protection and/or Privacy certification (e.g., CIPP, CIPT, ISEB) is preferred.

Working Conditions Associated with The Job:

- May be required to travel
- Must be able to conduct research
- Submitting reports and filling documents externally

AUTHORITY:

- The DPO has the authority to request immediate access to all personal data and data processing operations and to perform his/her duties independently.
- The DOP has the authority to investigate queries or complaints on request
- Safeguard self from undertaking tasks that ensure that may result in a conflict of interest with the role of DPO

REQUIRED SKILLS/COMPETENCIES:

Core:

- Good interpersonal and customer service skills
- Good written and oral communication skills
- Excellent foundation of ethics and integrity
- Superb planning and organizing skills
- Practical experience in records and data management
- Practical experience with data management & compliance software applications.
- Thorough knowledge of the Data Protection Act.

