Data Protection Advisor

City of London

Starting salary between £29,000 - £34,000 per annum based on experience

Benefits include:
- 7½% employer pension contribution
- After probation: travel allowance and option to work part-time from home
- Discretionary Bonus Scheme
- Permanent job

You will be joining our small team, led by the Data Protection Officer, where you will be providing advice on UK Data Protection and GDPR issues. We are based in the ‘Walkie Talkie’ building in the City of London.

You will be:

• Providing appropriate advice and interpretation of the provisions of Data Protection legislation, guidance and statutory codes as they impact business activities in general and/or specific functions across all service lines and business functions.
• This includes responding to Data subject access requests.
• Project management of ad hoc data protection initiatives.
• Reviewing current and new contracts.
• Monitoring changes to government guidelines or regulations and submitting reports on pertinent changes.
• Delivering data privacy training sessions to teams.
• Assisting in responding to a range of data protection breaches, data privacy and data security incidents and responding to business queries on Data Protection

To join us, you will need to have the following skills and experience which you may have gained through voluntary activities or paid employment:

• An understanding of GDPR, the UK Data Protection Act 2018, and the various lawful basis of processing personal data, and an interest in developing your skills and knowledge of this area
• An awareness of data subject rights, data protection and related legislation and best practice in order to formulate appropriate advice, documents and training materials
• A relevant qualification, which may be one of the following:
  ✓ A Law Degree
  ✓ Legal secretary certificate or diploma
  ✓ NALP Paralegal practice award, certificate, diploma
• Excellent written and verbal communications skills to communicate effectively with data subjects and their representatives, including lawyers, and internal stakeholders
• Great attention to detail
• Enthusiastic "can do" attitude
• A natural ability to problem solve
• IT skills, including an excellent working knowledge of Excel and Word

We are particularly interested in candidates who are available to start immediately.

We offer a competitive remuneration package, which includes:

• 7½% employer contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
• Travel allowance scheme within a minimum value of £2,000 after probation, and when our London office reopens
• Option to work part time from home after probation
• Life insurance and income protection insurance
• A sports club allowance
• 26 days’ leave per annum (which includes three days at Christmas)
• After one year’s service, private medical insurance cover

Please send your CV, to Karen Dalton, Assistant Director, HR at jobs@cisi.org

For more information on the CISI, please see our website at www.cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion, and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.