

27 October 2021

Information Rights & Compliance Team  
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Our Ref: FOI/04144

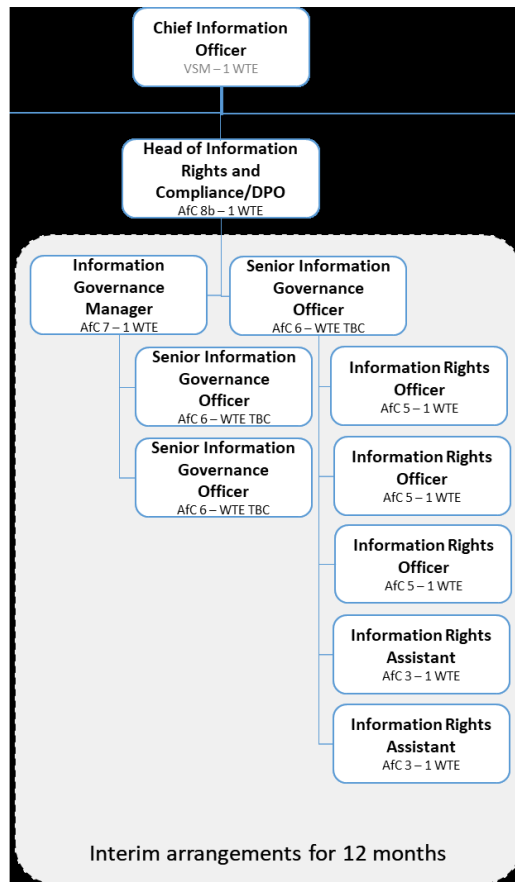
Thank you for your request concerning IG Responsibilities.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1) **Pay band, Whole Time Equivalent (WTE) and official job title of Data Protection Officer (as identified in the Data Security and Protection Toolkit (DSPT));**
  - Band 8b
  - 1WTE
  - Head of Information Rights and Compliance/DPO
  
- 2) **Pay band, Whole Time Equivalent (WTE) and official job title of Information Governance Lead (as identified in the Data Security and Protection Toolkit (DSPT));**
  - Band 8b,
  - 1WTE,
  - Head of Information Rights and Compliance/DPO



3) Reporting structure - including pay banding, Whole Time Equivalent (WTEs) and official job titles - of the Information Governance and Data Protection team;



4) Pay band, Whole Time Equivalent (WTE) and official job title of the person who acts as line manager for the Data Protection Officer;

- VSM
- 1 WTE
- Chief Information Officer

5) Identity and nature (e.g. Board, Committee) of the "highest management level" to which the Data Protection Officer reports as required by UK GDPR, Article 38(3), and the frequency of that reporting (e.g. annually);

- Trust Executive Board
- Quarterly and as required at weekly meetings

6) Any other responsibilities (e.g. Head of Department) undertaken by the Data Protection Officer, and the reasoning behind which these responsibilities are not deemed to be a conflict of interest as defined by UK GDPR Article 38(6); and, Head of Information Rights and Compliance – Decisions about data processing activities are delegated to the Information Governance Manager, or escalated to the Chief Information Officer.

Separation of roles is currently not formally documented but is maintained through clear distinction of acting capacity in emails and meetings.

**7) Nature of the experience and training which qualify the Data Protection Officer to undertake their responsibilities to the standard of "expert knowledge of data protection" as required by UK GDPR, Article 37(5).**

Please see attached the job description. Our current post holder met the person specification through the following:

- 5 years IG management experience
- GDPR Practitioner Certificate

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

