

# Job vacancy

## Data Privacy & Compliance Manager

Date: January 2025

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### Looking for an exciting and rewarding career?

theidol.com is looking for a Data Privacy & Compliance Manager to oversee the delivery and maintenance of a compliant and robust Data Privacy operating model ensuring Data Privacy and Protection Policies, and Operating Standards are understood and implemented.

The Idol is an award-winning, rapidly growing tech company based on the edge of the Lake District National Park in Cumbria. It's the ideal setting to get out, enjoy a walk, be inspired, and conceive our next innovative product or solution. We've been leading online innovation since 1999 and specialise in creating cutting-edge web applications and solutions for customers and businesses of all sizes.

We are part of the Legal & General Group and partner with household brands such as Go.Compare and ComparetheMarket. We pride ourselves on innovation and early adoption of new technologies and working practices. You can find out more on [our website](#).

### Job purpose

The Data Privacy and Compliance Manager is responsible for overseeing the delivery and maintenance of a compliant and robust Data Privacy operating model ensuring Data Privacy and Protection Policies, and Operating Standards are understood and implemented. This role combines knowledge of both policy and local processing to maintain governance, support change, provide performance measures, and support learning. There are also some responsibilities to support team colleagues implement comprehensive compliance programs, standards and procedures.

### Principle accountabilities

- Implement and maintain data protection standards and procedures in compliance with GDPR and other relevant regulations.
- Monitor and conduct regular audits and assessments to ensure compliance with data privacy laws and regulatory requirements.
- Serve as the primary point of contact for data privacy queries and issues, internally and externally providing Subject Matter Expertise to resolve these.
- Oversee and support completion of Records of Processing Activities and Data Privacy Impact Assessment documentation.
- Sign-off framework artefacts alongside the data owner and sponsor for BAU processes and projects.
- Support the provision of training and guidance to support the Data Governance framework.
- Ensure breach incidents for data privacy and regulations are adhered to and act as a point of escalation for data breaches.
- Stay up to date with changes in data privacy laws and relevant regulations.
- Support the business in ensuring good customer outcomes including oversight of Vulnerable Customer policies and arrangements to ensure data privacy compliance.
- Liaise with the Technical Governance Manager when appropriate regarding data governance activity supporting internal communications across the business.

- Provide support to the Head of Compliance on projects when required.
- Provide data protection support on contracts.
- Consider, relevant to your role, the needs and objectives of all our customers, including vulnerable customers, to ensure that they receive good outcomes

## Person specification

### Knowledge, experience and qualifications

- Excellent understanding of GDPR and other relevant data protection regulations.
- Reasonable amount of experience working in data protection in an advisory and hands-on capacity.
- A professional certification in data protection (e.g., CIPP/E, CIPM, CIPT) is preferred.

### Behaviours

- Thinks objectively and analytically to resolve problems.
- Understands the need to offer solutions that are fit for purpose for the needs of our commercial environment and our customers, whilst also working within the relevant frameworks in which we operate.
- Demonstrates a high attention to detail.
- Has a pragmatic approach to avoid over-complication of methodologies and approaches.
- Communicates clearly and concisely in English, adjusting the content and delivery according to the needs of the audience.
- Works autonomously to build and manage their own work plan, deadlines and delivery targets.
- Collaborates and engages with stakeholders and colleagues to build and maintain good working relationships and share knowledge.
- Enjoys working collaboratively as part of a team.

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## Scope

This is a full-time Monday to Friday role working an average 37.5 hours per week.

Hybrid flexible home/office working supported. There is a requirement to attend the office in Cumbria approximately twice a month or as frequently is required to meet the role requirements (expenses will be provided depending on your location).

Salary from £45,000 depending on experience, 25 days holiday plus public holidays, plus performance rated bonus, enhanced pension, and generous private medical, family, sickness and insurance benefits, and share schemes.