

Information Assurance Officer

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Company: Venn Group

Location: London Area

Category: other-general

A well-known London University is recruiting an Information Assurance Officer. The post holder will join the team who is responsible for overseeing information governance at the University, coordinating projects, systems and activities to enable compliance with Data Protection and Information Management Legislation. Job responsibilities: Provide support and assistance to all areas and levels of the University on the application of Data Protection and Information Legislation, including data breach investigation, supporting the creation and review of data protection impact assessments, review of privacy notices and supporting the production and review of data sharing agreements and data processing agreement Responding to Data Protection Subject Access Requests Responding to Freedom of Information requests ensuring compliance with guidelines Research and produce policy, guidance, procedures and best practice advice to assist with positioning the University so that it complies with the requirements of information legislation and manages its information efficiently Develop content and present training courses and information to staff, about information compliance Candidate profile: Knowledge of the legal and regulatory framework governing data protection, freedom of information and records management Knowledge of the higher education environment and its administrative structures and operations Substantial experience in an Information Assurance environment meeting legal compliance requirements around Data Protection Legislation Skilled in interpreting complex legislation, supporting codes of practice and related documentation to assess how they affect business activities Annual salary: £40,000 Contract type: interim for 6 months Working hours: Full-time Location: London (hybrid working – 2 days on site, 3 days working from home) This

vacancy will be actively shortlisted so early applications are encouraged to avoid missing out on the opportunity. Venn Group is an equal opportunities employment business and employment agency and welcomes applications from all candidates.

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