

DATA PROTECTION OFFICER

- **Salary £40,000.00 - £50,000.00 (DOE)**
- **Bonus up to 10% of annual salary**
- **Flexible working (Hybrid office/ home working)**
- **Benefits: Private Medical Insurance, Healthcare cash plan, Life assurance/ Perkbox flexi points / Gym membership discounts/ retail discounts/ free on-site parking**
- **Long term incentive scheme**
- **31 days holiday (incl: public holidays) – rising to 33 with service**

Who are we?

We're a market leader in acquiring and managing vulnerable customers, helping them to find an affordable solution and sustainable pathway to clearing their outstanding debts. Having built a solid reputation for being the specialist in our sector, we've won some pretty impressive GOLD standard awards over the last several years from Investors in People and Investor in Customers.

If you want to hear what our customers and colleagues are saying about us, why not visit our website www.lanternuk.com.

What will you be doing?

You'll be accountable for managing and controlling data protection for the company, ensuring that data assets are safeguarded and protected. This is a hands on and standalone role. You'll identify and implement initiatives which ensure that business data remains secure and any identified risks are mitigated. A key aspect of this role will be developing internal policies and guidelines to ensure that all colleagues understands their responsibilities, particularly those with responsibility for data processing and sharing sensitive information, ensuring that they are both compliant and knowledgeable in their responsibilities.

This role will report directly into the Chief Legal Officer and as previously mentioned, a standalone position. Some of the key aspects of the roles will be to:-

- Fulfil the tasks of the designated DPO as defined by Article 39 of the GDPR.
- To create an implement a data protection strategy and framework, working closely with the Risk Business Partner and GC/CRO to deliver robust policies and guidelines.
- Design, facilitate and deliver training and awareness workshops across the business on data protection good housekeeping and management.
- Conduct comprehensive data protection and privacy impact assessments across the business.
- Be responsible for the data governance and retention oversight and improved procedures.
- Have full oversight and responsibility for updating the company's data asset register.
- Provide the business with relevant governance updates and insights on data protection regulatory change and industry standards, reducing security threats and risks.
- Ensure effective data privacy law compliance and management strategies to ensure customer and internal sensitive data is managed effectively and processed lawfully.
- Drive a pro-active culture towards data protection within the business through training and development and regular communications.

- Oversee the delivery and completion of Data Protection Impact Assessments (DPIAs) and the timely investigation of potential Personal Data Breaches.

What you'll need

- Being comfortable in a standalone role with sole responsibility for data protection oversight and operational management.
- A sound knowledge of appropriate regulatory bodies and rules relating to consumer credit including CSA, FCA, Data protection law and ICO.
- Ideally, you'll have experience of working in an FCA / ICO compliant environment.
- An ability to prioritise workloads.
- An ability to work to tight deadlines to ensure the effective delivery of service.
- Demonstrate strong relationship and stakeholder management skills.
- MS Office experience, including MS Teams.
- Strong organisational skills.
- Be self-motivated with a strong ability to work collaboratively with different teams across the business.
- Demonstrate a very high level of attention to detail to ensure your work is accurate and of high quality.
- Be resilient and agile in your approach to work - we're fast paced and sometimes we'll need to juggle or prioritise.
- Being creative – we love hearing new ideas from our colleagues about how we can do things better.

Our values are rooted in honesty, empathy, and transparency – for our colleagues our customers and our clients. That's why equality, diversity and inclusion are so important to us; because when we embrace different perspectives and give everyone the chance to be the best they can be, we can think in new, creative ways that grow and enhance our business.

We're committed to equal opportunities for everyone, and we may collect relevant data for monitoring purposes during our candidate registration process. Be yourself, that's all we ask.

Please send your CV and an email telling us a bit more about yourself to careers@lanternuk.com

Due to the nature of our business, all offers of employment are subject to background and vetting checks, including; employment references, DBS (basic), credit file search, PEP and financial sanctions searches.