



## **THE ROLE**

### **Information Governance Officer (Records Management)**

<b>Department:</b>	<b>Information Services</b>
<b>Role Code:</b>	<b>PM20</b>
<b>Grade/Role:</b>	<b>Grade 6</b>
<b>Responsible to:</b>	<b>Information Governance Manager &amp; DDPO</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date Revised:</b>	<b>October 2023</b>

#### **Job Purpose:**

Maintain compliance with legal requirements by acting as an expert in the area of records management for the Service.

#### **Main Duties and Responsibilities:**

1. Keeping up to date the Information Asset Register (IAR), which is part of the Records of Processing Activity (RoPA).
2. Assist the DPO and DDPO with Records Management tasks, and advise colleagues on the maintenance of shared files, folders, and storage drives.
3. Supporting all managers within the Service, at all levels, to review the information they hold and inform and advise on the legal requirements in relation to that data to ensure compliance by influencing actions around data. with the Data Protection Act 2018 principles of minimisation and storage limitation.
4. Provide reports to DPO and DDPO on departments records handling status and procedures.
5. Collate information and provide administrative support in preparation for inspections, audits, reviews, and assessments.
6. To ensure the confidentiality and integrity of all information in accordance with the Data Protection Act and other relevant legislation and codes of practice.
7. Assisting different teams within ECFRS with the completion of Data Protection Impact Assessments (DPIAs) and working closely with the IG Manager and DDPO to review relevant legislation, documents, and policies.
8. Support the IG Manager and DDPO in completing Information Sharing Agreements and Protocols across the ECFRS.
9. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
10. Any other duties commensurate with the responsibilities and grading of the post.