

Job Description – Data Protection Officer

Department	Risk Management
Grade/Work level	15 / WL 4
Reporting to	Chief Risk & Strategy Officer
Direct reports (yes or no)	Yes

Job purpose

- Act as MIB Group's designated Data Protection Officer, providing independent oversight, challenge and advice on privacy and data protection matters.
- Ensure MIB meets its obligations under UK GDPR, the Data Protection Act and related privacy legislation.
- Promote a culture of privacy, transparency and responsible data stewardship across the organisation.
- Provide expert advice to management, senior leadership and the Board on privacy risks and regulatory developments.
- Act as the primary point of contact with the Information Commissioner's Office (ICO) and data subjects on data protection matters.
- Enable and facilitate achievement of MIB's growing data ambitions in line with the strategy.

Key accountabilities

Data Protection

- Responsible for ensuring that MIB is meeting its legal and reporting obligations under UK GDPR, with appropriate controls, processes and systems in place to ensure personal data is used lawfully, transparently, appropriately and kept confidential.
- Provide guidance, oversight and support to all functions carrying out DSAR processing, supporting complex and high-risk cases where required.
- Monitor compliance with data protection legislation, privacy policies and internal standards, reporting findings and recommendations to senior management.
- Develop, maintain and continuously improve MIB's privacy management framework.
- Advise on data protection implications arising from new products, services, projects, technologies and business initiatives.

Key accountabilities

- Oversee and advise on Data Protection Impact Assessments (DPIAs), privacy risk assessments and privacy-by-design activities.
- Monitor, investigate and report privacy incidents, breaches, trends and emerging risks.
- Maintain an effective programme of privacy training, awareness and engagement across MIB.
- Liaise with Information Security, Technology, Legal and business teams to ensure privacy controls remain effective and proportionate.
- Act as MIB's principal contact with the ICO and other relevant regulatory bodies.
- Maintain awareness of emerging privacy legislation, guidance and best practice, ensuring MIB remains prepared for future regulatory developments.

Leadership

- Lead, coach and develop a high-performing Privacy team.
- Build capability, succession and talent pipelines within the function.
- Foster constructive and collaborative relationships across all three lines of defence.

Role requirements

- Degree educated or equivalent experience.
- Relevant data protection qualification (e.g. CIPP/E, CIPM or equivalent).
- Significant experience in data protection, privacy governance and regulatory compliance.
- Strong working knowledge of UK GDPR, Data Protection Act and associated regulatory guidance.
- Experience advising senior leaders and Boards on complex privacy matters.
- Ability to influence and challenge constructively whilst maintaining independence.
- Excellent communication, stakeholder management and decision-making skills.
- Demonstrable experience of handling sensitive and confidential matters with discretion.