

# Data Protection Officer

On behalf of the Ecclesiastical Province of Cashel (Dioceses of Cashel & Emly, Cork & Ross, Limerick, Cloyne, Kerry, Waterford & Lismore and Killaloe).

## JOB DESCRIPTION

**Job Title:**                    **Data Protection Officer – DPO** (Dioceses of Cashel & Emly, Cork & Ross, Limerick, Cloyne, Kerry, Waterford & Lismore, and Killaloe)

**Job Duration:**            2-Year Fixed Term Contract

**Job Location:**            Principal Location will be at: Pastoral Office, Ballyphehane, Cork.  
Role will involve working at various locations in the Dioceses of Cashel & Emly, Cork & Ross, Limerick, Cloyne, Kerry, Waterford & Lismore, and Killaloe.

**Reports to:**                Each Diocesan Bishop/Administrator

## JOB PURPOSE

The purpose of this role is to assist the Dioceses in Munster (Ecclesiastical Province of Cashel) and their constituent parishes and agencies in achieving compliance with the requirements of the General Data Protection Regulation (GDPR). The Catholic Church recognises that good pastoral care and respect for the dignity of every person requires that personal data should be sourced, stored, processed and eventually disposed of in an appropriate manner and welcomes the essential principles underlying the GDPR.

## PRINCIPAL ACCOUNTABILITIES

The DPO for the Ecclesiastical Province of Cashel will report directly to each Diocesan Bishop, and will work closely with key Diocesan Personnel in each Diocese. The DPO will:

1. Oversee the Development of Policy
  - develop a joint Data Protection Policy and related policies i.e. document retention policy, to be approved by the Diocesan Bishop/Administrator of each of the Dioceses;
  - arrange for the appropriate publication of the policy;
  - oversee the regular updating of the joint policy in accordance with periodic changes in legislation;
  - familiarise him or herself with the nature of the Church's activity in the above Dioceses and identify the particular challenges which are likely to arise in the implementation of the GDPR.
2. Communicate the requirement of GDPR
  - develop a communications strategy which will ensure that key personnel in each Diocese are made fully aware of GDPR and its key principles;

- arrange a series of training events in each Diocese, which will ensure that key personnel can readily appreciate the manner in which GDPR applies to the activity or activities for which they are responsible and what they need to do;
  - provide on-going education and support in the implementation of GDPR for bishops, clergy and lay personnel, both employed staff and volunteers;
  - advise on specific challenges experienced by data controllers.
3. Implement an internal audit mechanism
- devise and formulate a comprehensive internal audit system, which will allow the DPO to verify that:
    - personal records in hard copy and in electronic format are appropriately managed, retained and disposed of;
    - equipment used for the storage and transfer of data is appropriately secured;
    - access to sacramental registers is appropriately managed and that they are appropriately stored;
    - appropriate information and guidance in respect of web-cams and other equipment for recording or live transmission is readily available for Church personnel and for the public;
    - the correct use of logs of processing activities.
4. Management of GDPR requests and concerns
- serve as a liaison person on behalf of the Dioceses of Cashel & Emly, Cork & Ross, Limerick, Cloyne, Kerry, Waterford & Lismore and Killaloe with the Regulatory Authority (Data Protection Commission);
  - make such reports on behalf of Dioceses or Parishes as may be required from time to time regarding personal data breaches;
  - advise Church personnel on the timely, efficient and appropriate management of requests for personal data.

The above contains the main outline of duties and cannot, in the nature of the role, be complete. Tasks may arise which fall outside the remit of the above list of main duties. The DPO will be required to respond flexibly when *ad hoc* tasks arise which are not specifically covered in this job description.

## **JOB REQUIREMENTS**

### **Knowledge (Qualifications & Related Experience):**

- Previous experience in a privacy/data protection role specifically in the area of advising on compliance with, and operational guidance, under EU data protection law.
- Familiarity with privacy and security risk assessment best practices.
- Experience with creating and implementing data protection policies, procedures, and training materials, and promoting a culture of data protection compliance.
- A relevant professional qualification e.g. Legal, Risk Assessment etc.
- Expertise in the area of EU data protection law.
- A good understanding of the way the Catholic Church operates, with particular regard to its personal data processing activities; and an ability to interpret relevant data protection rules in that context.

- A good working knowledge of current software used in data processing and storage (including Excel, Access, Parish Registration systems and Cloud-based storage systems).

### **Key Behaviours:**

- Excellent communication and interpersonal skills, with the ability to adapt communication style and technique to a wide variety of Diocesan contexts.
- Knowledge of the ethos, management structures and practices of the Catholic Church.
- Excellent organisational and time management skills.
- Excellent report-writing and presentation skills.
- Flexibility with regard to hours of work and travel.
- The position requires a valid driving licence and the use of a car.

### **KEY RELATIONSHIPS**

#### Internal

- Diocesan Bishops
- Diocesan Secretaries
- Diocesan IT and Communications Personnel
- Priests and Deacons
- Heads of Diocesan Offices and Agencies
- Parish Secretaries

#### External

- Data Protection Commissioner

### **APPLICATION PROCEDURE**

Interested parties are asked to apply by post or via email, and to include:

1. A detailed CV tailored to the position, including telephone and email contact details;
2. The names, addresses and contact telephone numbers of three referees;
3. A statement of suitability for the post (maximum 300 words).

**Closing date for applications by post or email, on or before 5pm on Wednesday, June 13<sup>th</sup> 2018 to:**

**Archdiocese of Cashel & Emly,  
Archbishop's House, Thurles, Co Tipperary.  
Email: [office@cashel-emly.ie](mailto:office@cashel-emly.ie)  
Phone: (0504) 21512**

**Please note that incomplete or late applications will not be considered.**

The Dioceses of Cashel & Emly, Cork & Ross, Limerick, Cloyne, Kerry, Waterford & Lismore, and Killaloe are equal opportunity employers.

Canvassing will disqualify.

A panel may be formed from the recruitment process. Once formed, it remains in existence for 1 year.

Garda Vetting will apply in respect of this position.