



➤ **Data Protection Officer (GMG/SEG 2) – Headquarters**

**Job Purpose**

To ensure that the Organization operates in accordance with the Data Protection Act 2020. To provide technical advice and coordinate all aspects relating to data privacy. The incumbent will play a critical role in safeguarding the privacy rights of individuals whose data is held or processed by the JLS and to ensure that sensitive data is protected in accordance with the law.

**Key Responsibilities/Technical Professional:**

- ✓ Implements measures and a privacy governance framework to manage data use in compliance with the Data Protection Act, including developing templates for data collection, and assisting with data mapping;
- ✓ Ensures that the Jamaica Library Service (JLS) processes personal data in compliance with the data protection standards, the Data Protection Act and good practice;
- ✓ Consults with the Office of the Information Commissioner (OIC) to resolve any doubt about how the provisions of the Data Protection Act and any Regulations made thereunder are to be applied;
- ✓ Ensures that any contravention of the data protection standards or any provisions of the Data Protection Act by the JLS is dealt with in accordance with the provisions of the Data Protection Act;
- ✓ Keeps abreast of Jamaica Data Protection laws and regulations, and industry best practices and international laws including the European Union's General Data Protection Regulations (GDPR), Electronic Privacy Act and other international data protection laws; •
- ✓ Notifies in writing, the Data Controller of any contravention of the data protection standards or any provisions of the Data Protection Act;
- ✓ Investigates and respond to data security breaches or security incidents promptly, ensuring appropriate notices are provided to the regulatory authorities, affected individuals, and other relevant parties as required by law;
- ✓ Reports any contravention by the JLS of the data protection standards or any provisions of the Data Protection Act to the OIC, if the contravention is not rectified within reasonable time after the notification;

- ✓ Assists data subjects in the exercise of their rights under the Data Protection Act, in relation to the JLS;
- ✓ Develops internal policies and procedures related to the processing of personal data;
- ✓ Makes recommendations for the appropriate organizational and technical measures to ensure the security of personal data;
- ✓ Serves as the primary contact for the OIC on issues relating to the processing of data, and to consult, where appropriate, with regard to any other matter;
- ✓ Develops and implements Standard Operating Procedures (SOPs) for addressing all complaints pertaining to the JLS privacy policies and procedures;
- ✓ Provides advice/information to the JLS and its employees on their obligations under the Data Protection Act and state data protection provisions;
- ✓ Manages and conducts ongoing reviews of the JLS Data Protection Framework;
- ✓ Disseminates current information on policies, procedures and legislation for the JLS staff to be aware as well as to promote the quality culture;
- ✓ Develops and implements approved certification mechanisms to exhibit compliance;
- ✓ Monitors and evaluates recommendations implemented for addressing weakness and deficiencies in relation to the processing of personal data;
- ✓ Prepares reports and presentations on analysis and findings;

**Required Knowledge/Skills/Competencies**

- ✓ Excellent oral and written communication
- ✓ Excellent presentation skills
- ✓ Excellent analytical, judgement, decision making and problem solving skills
- ✓ Excellent planning and organizing skills
- ✓ Excellent interpersonal skills to foster harmonious working environment
- ✓ Strong customer service and quality focus skills
- ✓ High level of integrity and confidentiality

**Minimum Required Qualification and Experience**

- ✓ Bachelor's Degree in Computer Science, Audit or equivalent qualification from a recognized tertiary institution.
- ✓ Certification in Information Security, Data Protection and/or Privacy Certification such as CIPP, CIPT, ISEB, etc. (preferred).
- ✓ Exposure to legal training would be an asset.
- ✓ Sound knowledge of the Data Protection Act and other applicable data protection policies
- ✓ One (1) year work experience.

**Salary Scale: \$4,266,270.00 p.a to \$5,737,658.00 p.a. 890,277**