



# 曼徹斯特華人基督教會

## Manchester Chinese Christian Church

### Data Protection Officer Recruitment 2021

(Last edited: 24/3/2021)

#### Job description:

The church is seeking an English-and-Chinese speaking Data Protection Officer who will supervise and advise the church on matters concerning the General Data Protection Regulations (GDPR). It is a legal requirement for the church to have a Data Protection Officer.

The Data Protection Officer will lead the information management team, which consists of Data Protection Leads of various congregations, departments, pastoral team and external services including the Advice Centre and Gambling Rehabilitation Ministry. The Data Protection Officer will report directly to the Senior Pastor and trustees of MCCC, who hold ultimate responsibility for the church's compliance with GDPR.

The role requires you to spend time on responding to enquiries, requests and complaints about GDPR and respond promptly if the church would like to consult you on urgent matters concerning GDPR. You will also supervise the management of information across the church and advise the Church at all levels when management of information does not comply with GDPR. Where necessary you must independently report breaches to the ICO.

You will be supported in these responsibilities by the Data Protection Leads of the church.

The Church Administrator will support the Data Protection Officer on fulfilling his/her duties by helping to regularly review any update on GDPR and prepare for relevant materials and trainings. The Data Protection Officer will be given a designated OneDrive account (including access to Microsoft Office and email) to fulfil his/her role and responsibilities during his/her service with the church.

You will mainly work from home but you will help to conduct GDPR trainings and attend a meeting with trustees of the church to give an annual report on the church's compliance with GDPR.

Below is a list of the Data Protection Officer's main responsibilities:

- Supervise church matters concerning GDPR, manage a team of DPLs and provide data protection advice and support to staff, trustees, volunteers and members of MCCC
- Recruit and train DPLs
- Work in collaboration with Church Administrator to interpret GDPR, monitor and review data protection training, policies and procedures of the church, update or create new materials, identify areas of low compliance, draft improvement plans and develop solutions
- Report the progress and risks related to all aspects of data protection to the trustees of MCCC (normally you are only expected to meet the trustees once a year to give a report on GDPR, unless significant risks/serious data breach are identified that require you to give additional reports to the church council)
- Handle enquiries, requests and complaints regarding the church's data protection
- Supervise and guide church leaders in completing and updating the necessary assessments and files, including the Data Protection Impact Assessment, Legitimate Interests Assessment and the Information Asset Register

- Educate church members and raise their awareness on GDPR, including how to recognise and report a data breach, and how to acknowledge and handle individual rights requests
- Assist DPLs and other church members in taking charge of data breach incidents

The role is immediately available. The successful candidate must serve in this role for a **minimum of two years** and is eligible for reappointment. This is a non-paid position but the successful candidate may request a written reference from the Senior Pastor after he/she finishes his/her terms of service.

After training the expected time required is expected to be quite minimal and occasional.

Training will be provided by the Church.

Person specification:

1. Membership status  
You must be an official member of Manchester Chinese Christian Church.
2. Language skills  
You must have a good command of English and Chinese as you will need to interpret the GDPR and any update from the Information Commissioner's Office, as well as communicating with a team of Data Protection Leads.
3. Interpersonal and leadership skills  
You will need to have good communication skills in order to handle enquiries and supervise and lead a team of Data Protection Leads from various congregations and departments. You will respond to internal and external enquiries, requests and complaints concerning GDPR in a timely and professional manner. (The church has pledged to acknowledge and respond to all enquiries within 30 days. The DPLs will assist in handling internal enquiries.) In addition, being able to recognise and respect the characteristics of different congregations and consulting their opinion is important for implementing church-wide policies.
4. Analytical and comprehension skills  
You will need to be able to interpret the GDPR and any update from Information Commissioner's Office, detect shortcomings of the existing church policies and develop solutions to the problems.
5. Adaptability and willingness to learn new knowledge  
Any revision or update in GDPR by the official authorities may result in the change of existing policies and dynamic in the church, therefore it is crucial that you are willing to adapt yourself to changes and learn about the new knowledge within the domain of GDPR.
6. Knowledge on social media and IT technology  
You should have a basic knowledge or be willing to learn about the social media and the software that are in use by the church and our church groups, since any inappropriate processing of personal data on social media and inadequate security measures may result in data breach.
7. Experience and qualification  
You must have a basic understanding of the General Data Protection Regulations and be willing to learn about them in detail. You must also possess the skills listed above. It will be advantageous to have helped as a Data Protection Lead, but not essential.

If you're interested in the Data Protection Officer opportunity, and you have the skills and knowledge we're looking for, please send your CV to [admin@manchesterccc.org.uk](mailto:admin@manchesterccc.org.uk) and specify the congregation you are from. The application closing date is 30th June, 2021.