

## DATA PROTECTION ADVISER

CHELTENHAM

PERMANENT, FULL TIME / FLEXIBLE

At iPipeline, we pride ourselves on our culture. We believe in an enthusiastic atmosphere, encourage innovation, depend on creativity, and strive for success. We value our employees and understand that our continued success as a company relies heavily on the success of every individual. Our employees describe iPipeline offices as fun, energetic, 'can do', professional environments.

We empower our people and provide them with the opportunity to pursue personal growth and career aspirations. We work hard and play hard. We celebrate success.

As the market leader in our industry, we deliver ground-breaking and award-winning technology to the financial services industry. Working at iPipeline allows you to play a huge part in making it easier for our customers to protect and secure the financial futures of consumers' families.

Find out more at [www.ipipeline.com/uk/](http://www.ipipeline.com/uk/)



### YOU CAN ENJOY:

- Innovative, inclusive and focused environment
- Flexible working
- Work/life balance
- New, contemporary, open-plan office space
- Company matched pension benefits
- Generous Life and Critical Illness Cover
- Perkbox membership (discounts and freebies)
- Competitive holiday allowance
- Well stocked kitchen of free soft drinks, tea, coffee and fruit
- An annual wellness allowance to keep you happy and healthy

### PURPOSE OF THE ROLE:

The primary purpose of the role is to support the Data Protection Officer. As part of the Privacy function you will help to steer, map and deliver a data protection programme, covering mainly GDPR requirements.

## RESPONSIBILITIES:

Responsibilities include:

- Support Data Protection by Design and Default processes
- Manage and respond to Data Subject Requests
- Conduct Data Protection Impact Assessments
- Assessment of processes and procedures and maturity aligned to roadmap
- Data mapping
- Support to data incidents, assessment and notification
- Data protection considerations in vendor reviews
- Ensure compliant privacy notices and policies are in place
- Act as first line to data protection and privacy matters, applying privacy knowledge in practical context
- Support and deliver awareness and training programmes
- Work closely with legal team to deliver contractual data processing terms and agreements
- Become the technical owner of privacy management solution (OneTrust)
- Keep up to date with privacy and data protection knowledge
- Act as support and stand in as DPO where necessary

## REQUIRED SKILLS AND EXPERIENCE:

- Proven experience in a similar role, covering UK / EU privacy legislation (GDPR, PECR, UK DPA)
- Ability to work alone and closely with various departments and product owners
- Proficient with IT systems, knowledge of current technologies or ability to learn quickly (e.g.. OneTrust, Jira, Lucid Chart)
- Experience using OneTrust highly beneficial
- Ability to communicate and provide reporting to DPO internally and with customers
- Data Protection certification highly desirable

## DON'T HAVE EVERYTHING WE'VE ASKED FOR?

Don't worry.

You might not have everything listed above but you might have some valuable transferable skills and experience.

You might be returning from a career break or feel you have taken a wrong turn in your career.

At iPipeline, it's about you and what makes you tick, not ticking every box.

To apply please email [cheltenham.recruitment@ipipeline.com](mailto:cheltenham.recruitment@ipipeline.com) with your CV and covering note (don't forget to include those transferable skills).

For information on how we store applicant information, please see our [Job Application Privacy Policy](#).