

# Job Description:

## Data Compliance Coordinator



### General role information

<b>Job Title:</b>	Data Compliance Coordinator
<b>Reporting to:</b>	Data Compliance Manager
<b>Salary Band:</b>	Band 13
<b>Notice period:</b>	3 months
<b>Budget Responsibility?</b>	No
<b>Contract type</b>	Permanent
<b>Direct Reports</b>	No
<b>Client facing role</b>	No

### About MSI Reproductive Choices

Only when choice is a reality for each of us, can we create a better, more equal world for everyone. Here at MSI Reproductive Choices UK we are proud to be a social enterprise that is changing the world for the better, we reinvest and donate our profits towards creating a positive social change across 37 countries globally.

As one of the world's leading providers of sexual and reproductive healthcare our aim is simple: to empower clients to make the reproductive choices that are right for them. That is what we mean by client-centred care.

At MSI Reproductive Choices UK our client-centred care philosophy means respecting our clients as active partners in their own service, caring about who our clients are, their experiences, and how they feel before, during and after they access care with us.

### The department/team

Since the Covid-19 pandemic began, MSI Reproductive Choices UK has been going through a period of significant change as to how it handles Client/Employee personal data. The need to evolve our Digital and Data spheres has brought to light multiple areas of data governance which require reinforcement and attention. The Data Compliance Coordinator will provide not only specialised knowledge to senior management and staff, but also clear guidance and performance assessment to ensure that MSIUK meets both its statutory and legal obligations.

### The role

To provide efficient and effective support to the Data Compliance Manager and Data Protection Officer across the range of corporate governance, risk management, cyber security and information governance (IG) functions so that MSI Reproductive Choices UK adheres to the DPA 2018 and the UK GDPR. Tasks will include but are not limited to such things as maintaining information governance policies, standard operating procedures, processes, role-based access controls and records management.

All MSI Reproductive Choices job descriptions are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices UK recruitment process, please do so via email to

[Resourcinguk@MSIChoices.org](mailto:Resourcinguk@MSIChoices.org)

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A remote/home-based role with some potential travel expectations to key national sites. There will be opportunities to visit clinical sites across the UK to understand the business. At project go lives you may be expected to be on site to support during non-working hours, and ad-hoc team meeting travel mainly between London and Bristol.

### Key Responsibilities

- Support the Data security and protection toolkit (regulation toolkit) preparation and completion, identify risk and work with the Data Compliance Manager to mitigate.
- Coordinate information incidents and risks escalating and scoring with accordance with regulatory requirements.
- Support and guide quality and governance partners and IG link roles across the organisation for IG compliance.
- Conduct audits of all MSIUK for IG compliance.
- Conduct audits of data quality in core systems with client data.
- Attend the IG steering group and manage team mailboxes, responding as appropriate
- Coordination of Data Protection Impact Assessments (DPIA's)
- Monitoring the ICO website for changes and alerts relevant to MSIUK.
- Compliance check new contracts prior to approval, issue privacy addendums where necessary for processor contracts.
- Construct and maintain information sharing agreements.
- Refine standard operating procedures where necessary and draft communications for release.
- Coordinate effective roll out of policy and process changes
- Records management handling processes and ensure adherence to policy.
- Ensure the mandatory IG training remains at an acceptable level and monitor performance statistics across MSIUK.
- Support the Data Compliance Manager with general data processing queries, providing advice to colleagues and provide advice directly to the organisation.
- Attend IG manager forums (London SIGN group).
- Log incidents and risks as required using our incident management system.
- Monitor and support centre reported incidents.
- Coordinate serious incidents where necessary, completing root cause analysis (RCA) reports and Serious Incident panels where necessary, collaborating with other key stakeholders in the required time frames.

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Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### Signature

By signing below, you indicate that you have read and agree to this job description.

**Full name:**

**Signature:**

**Date:**

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