

Company: Information Governance Services Limited
Job Title: Data Protection Lawyer
Salary: £30,000 - £55,000 (depending on experience)
Full Time/Part Time: Full Time, 37 hours per week
Contract: Permanent contract
Start Date: Immediate

Data Protection Lawyer

Little about us

We are a specialist consultancy firm that cares deeply about each and every client. This attitude has enabled us to call some of the world's leading institutions as our current and past clients. Currently, our consultants all have legal backgrounds (barristers, solicitors, legal executives or law graduates) and this means that we are first and foremost ethical and always put the needs of our clients before our own.

We are hugely ambitious and have massive plans for further growth, and we are looking for ordinary hardworking people with the potential to do extraordinary things, to join us. We are looking for a data protection lawyer to join our organisation and work alongside our team, providing expert data protection advice to our clients. The successful candidate will be part of a close knit team and given the resources to reach your full potential.

Key duties and responsibilities:

- Provide legal advice to our sophisticated and diverse client base regarding privacy compliancy requirements and data protection law;
- Work with and advise clients directly, providing guidance and practical solutions;
- Update members of the IGS team and business colleagues with regard to relevant privacy and data protection law, regulations and developments;
- Conduct research and interpret legislation, regulations and/or guidance and provide a digest to fee earners;
- Empower our clients to develop and support their solutions – so they can be self-sufficient adopters of the latest technologies;
- Bring your technical expertise to the client, wherever they are. You'll help them to develop and maintain cutting-edge solutions, so they remain competitive;
- Provide the company and its clients with relevant and up-to-date advice on information governance matters in any given project;
- Deliver training and communication to key stakeholders;
- Work with the business to deal effectively with issue management and data protection matters and if required this will include complaints from customers and employees;
- Maintain compliance with data protection regulations that apply to any of the company's client's businesses, including but not limited to:

- Data Protection Act 2018;
- UK GDPR;
- General Data Protection Regulation (GDPR);
- Privacy and Electronic Communications Regulations (PECR);
- Any new or developing data protection regulations.
- Lead and promote data protection and information security compliance across our clients' business;
- Experience providing legal advice regarding privacy, privacy impact assessments, data-sharing, and related issues.
- Deal with data subject rights requests;
- Maintain Records of Processing documents;
- Manage and maintain the company's data protection policies and procedures;
- Lead data protection by design and conduct Data Protection Impact Assessments (DPIA) where appropriate;
- Manage personal data breaches;
- Review and negotiate contracts with data controllers and data processors;
- Monitor third party governance risk and compliance.

The perks

- Pension scheme.
- To be part of a up and coming consultancy outfit where the sky is the limit.
- Help clients to realise the potential of their data and how to use it to benefit all humans.
- Enable the NHS and leading universities to conduct cutting edge research so they can improve patient's lives and battle pandemics.
- Continued support to help you fulfil your potential – you'll keep advancing your technical skills throughout your career with us.

What we need from you

- Loyalty and integrity.
- An undergraduate degree (2.1 or higher).
- A qualified lawyer with 3+ years of PQE (in the UK or other jurisdictions), including significant experience with data protection.
- A genuine passion for law and technology.
- Thorough knowledge and understanding of the data protection law and regulations.
- Discipline to be able to work remotely and fulfil your duties.
- A willingness to advance the companies goals and the realisation what benefits the company will benefit your ongoing growth (both financial and wellbeing).
- A go-getter with a can-do attitude.
- Eligible to be able to apply for UK Security Clearance.

How to apply?

Please send the following information to careers@informationgovernanceservices.com

- Your CV;
- A covering letter, either in the body of the email or (maximum 1 A4 page) an attached word document.