**Background**

The National Cancer Registry was established by the Minister for Health in 1991. It operates in association with University College Cork and is funded by the Department of Health.

**Functions of the National Cancer Registry**

* To identify, collect, classify, record, store, and analyse information relating to the incidence and prevalence of cancer and related tumours in Ireland.
* To promote and facilitate the use of the data collected, through approved research, and in the planning and management of services.
* To publish an Annual Report based on the activities of the Registry.
* To furnish advice, information and assistance in relation to any aspect of such service to the Minister.

The National Cancer Registry website is available at [www.ncri.ie](http://www.ncri.ie)

**Number of Employees 58**

**Terms & Conditions**

**Job Title: -** Data Protection Officer

**Reporting To: -** Reports to NCRI Board for Data Protection matters

**Hours: -**  18.5 hours per week (half-time)

**Salary: -** Salary scale is in accordance with Department of Health grade VII (€48,979 - €63,671). This will be pro-rata for half-time.

**Contract status:** Permanent

**Commencement date:-** This post is available immediately

**Notice: -** One months’ notice in writing is required.

**Probation:-** A probationary period of 9 months will apply

**Annual Leave: -** Annual leave is calculated at 30 days per year.

This is subject to change in line with any nationally negotiated agreements**.**

**Confidentiality: -** Officers are bound by the provisions of Data Protection legislation. Officers must preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work. The confidentiality guidelines of the Registry must be read and signed by all officers, and breach of these guidelines will be sufficient grounds for dismissal.

**Location: -** This post is based at the National Cancer Registry headquarters in Cork.

**Job Purpose**

The purpose of this post isto ensure NCRI is compliant with Data Protection legislation and any other relevant legislative requirements or standards.

**Duties and responsibilities**

**Data Protection**

Act as Data Protection Officer for NCRI. This role will include the following tasks:

* Inform and advise NCRI management and staff who carry out data processing, of their data protection obligations pursuant to GDPR and Data Protection provisions in other Union and Member states where relevant
* Monitor compliance with GDPR, with other data protection provisions and with the policies of NCRI in relation to the protection of personal data. This will include the assignment of responsibility, awareness-raising and training of all NCRI employees involved in data processing
* Provide advice where requested as regards the requirements to undertake data protection impact assessments and monitor performance of NCRI with its obligations under GDPR and other EU or national Data Protection legislation
* Cooperate with the Data Protection Commission and, if necessary, other European data protection supervisory authorities
* Act as the contact point for the Data Protection Commission on issues relating to processing, including prior consultation and to consult with the Commission, where appropriate, with regard to any other matters
* Have regard to the risk associated with NCRI’s processing operations, taking into account the nature, scope and purpose of processing
* Review and provide relevant updates to data protection policies and procedures and ensure overall GDPR compliance
* Perform a regular gap analysis at appropriate intervals between current systems and processes and the relevant data protection legislation and implement solutions where required
* Act as contact point for data subjects regarding issues around processing of personal data and deal with a requests for information under data protection.

In the performance of the above tasks, the Data Protection Officer shall have due regard to the risks associated with NCRI’s personal data processing operations, taking into account the nature, scope and purpose of processing.

The primary responsibilities of this post are data protection duties as defined above. If at any time the responsibilities of the Data Protection Officer do not require 18.5 hours per week time commitment the post holder will also be assigned responsibility for the following;

**Freedom of Information (FoI)**

* Maintain the FoI unit at NCRI and act as FoI decision maker
* Deal with FoI census returns to Department of Health
* Ensure FoI publication scheme on NCRI website is continuously updated
* Deal with any third party communications that may be necessary following FoI requests
* Act as liason person between the Office of the Information Commissioner (OIC) and NCRI
* Deal appropriately with fees received for FoI requests
* Work with the Internal Reviewer and ensure that FoI internal reviews are processed within the specified timeframes
* Set up and maintain a system to coordinate a central response to FoI, and Data Protection requests as well as responses to parliamentary questions.

**Access to Information on the Environment (AIE)**

* Maintain NCRIs Access to Information to the Environment (AIE) service and ensure all statutory requirements are adhered to
* Ensure AIE information on NCRI website is accurate
* Liaise with the Department of Communications, Climate Action & Environment (DCCAE)
* Deal with AIE census returns to the relevant Government Department.

**General**

* Monitor the provision of NCRI’s customer charter to ensure that best practice in this area is achieved and maintained
* Develop and maintain NCRI complaints procedure
* Attend regular meetings such as Board meetings, SMT meetings and Governance meetings as required
* Attend relevant training as required.

Any other reasonable duties that may be assigned by management from time to time.

**Qualifications and experience**

* The successful candidate must have a relevant professional/third level qualification or be qualified by experience
* A qualification in data protection and/or other clearly demonstrable evidence of the candidate’s expert knowledge of data protection law and practises is highly desirable
* A good working knowledge and understanding of the data protection process is essential
* A general knowledge of the Irish public sector and the environment within which it operates is desirable.

**Person specification**

* Have excellent written and verbal communication skills
* Have the ability to deal effectively with a range of stakeholders and the ability to influence others
* Have good problem solving skills and the ability to quickly grasp, understand and resolve complex issues
* Have good decision making skills and the ability to own such decisions
* Have the ability to effectively chair meetings and guide others to decisions

**Application procedures**

Interested candidates should submit 3 copies of their CV, plus 3 covering letters together with the names of at least two referees to: Human Resources Manager, NCRI, Building 6800, Cork Airport Business Park, Kinsale Road, Cork.

Closing date for receipt of completed applications is 16th November 2018 at 2 pm

**Applications by email will not be accepted**

***The National Cancer Registry is an equal opportunities employer.***