

## Data Protection Officer – Job Description

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**Organisational Relationship:** Reports to [Chief Operating Officer / General Counsel / Head of Policy].

**Location:** [CITY / EMIRATE], United Arab Emirates.

**Compensation:** AED [AMOUNT] plus agreed allowances and benefits.

**General summary:**

[UAE DP Authority] is looking to recruit an experienced Data Protection Officer (**DPO**) to meet its obligations under the [UAE] Data Protection Regulations (the [UAE] DP Regulations), primarily focused on accountability regarding personal data processing (**Processing**) by the [UAE DP Authority]. The DPO will monitor compliance and data practices of [UAE DP Authority] internally to ensure its operations and functions comply with the [UAE] DP Regulations and relevant national legislation. The DPO will be responsible for advising on, and where required carrying out, staff training, data protection impact assessments and internal audits. The DPO will also serve as the primary contact for [UAE] Data Protection Commissioner (the **Commissioner**), supervisory authorities and individuals whose data is processed by [UAE DP Authority].

**Competencies and status:**

The DPO must have the following competencies and status:

1. strong knowledge of the [UAE] DP Regulations, relevant national legislation and EU data privacy and data protection regulation, and a good understanding of other major privacy frameworks and evolving legislation worldwide;
2. ability to fulfil the role and tasks stated below;
3. perform their duties and tasks in an independent manner and act on their own authority;
4. sufficient knowledge of information technology and data management systems;
5. well-developed and professional interpersonal skills and ability to interact effectively with people at all organisational levels;
6. experience of working in a large, global organisation;
7. work unsupervised, exercise leadership and influence change;
8. excellent writing and presentation skills;
9. manage time well, prioritise effectively and handle multiple deadlines;
10. undertake large, long-term projects, develop alternative methods and implement solutions;
11. detail-oriented approach to recommend and implement strategic improvements on a range of data privacy and data protection issues;
12. handle confidential and sensitive information with the appropriate discretion;
13. direct access and report to senior management of [UAE DP Authority];
14. identify and communicate to [UAE DP Authority] the need for additional resources to sufficiently perform their duties in an effective, objective and independent manner;
15. timely and unrestricted access to information within [UAE DP Authority] to carry out their duties and responsibilities under the [UAE] DP Regulations;
16. be transparent and co-operative with the Commissioner and notify the Commissioner of all relevant information within [UAE DP Authority], other than information that is subject to legal privilege or a conflicting obligation of non-disclosure under applicable laws or regulation; and
17. fluent and proficient in English.

**Role and tasks:**

The DPO shall perform at least the following tasks:

1. Monitor [UAE DP Authority] 's compliance with:
  - a. the [UAE] DP Regulations;
  - b. any other data protection or privacy related laws or regulations to which [UAE DP Authority] is subject; and
  - c. any policies relating to the protection of personal data, including the assignment of responsibilities, raising awareness and training of staff involved in Processing operations, and the related audits.
2. Work closely with the [Legal, Compliance, Ethics, Public Policy, and Information Security] functions to develop and monitor policies and standards applicable to the business and in compliance with the [UAE] DP Regulations and relevant national legislation.
3. [Participate in and make recommendations (as appropriate) to the [Data Privacy / Information Governance] Committee.]
4. Implement measures and a privacy governance framework to manage data use in compliance with the [UAE] DP Regulations and relevant national legislation, including developing templates for data collection and assisting with data mapping.
5. Work with key internal stakeholders in the review of projects and related data to ensure compliance with the [UAE] DP Regulations.
6. Inform and advise [UAE DP Authority] , senior management and employees who carry out Processing of their obligations pursuant to the [UAE] DP Regulations and to other data protection provisions, including where [UAE DP Authority] is subject to overseas provisions with extra-territorial effect.
7. Manage and conduct ongoing reviews of [UAE DP Authority]'s privacy governance and regular and ad hoc reporting on data privacy compliance within [UAE DP Authority].
8. Oversee data protection impact assessments, including:
  - a. an annual assessment of [UAE DP Authority]'s Processing activities ("the Annual Assessment");
  - b. prepare a report on [UAE DP Authority]'s Processing activities in the Annual Assessment;
  - c. prepare mandatory reports to be submitted to the Commissioner; and
  - d. undertake regular reviews proportionate to the extent and type of [UAE DP Authority] Processing activities to assess compliance with the [UAE] DP Regulations and data protection impact assessment(s), including material changes in the risks of Processing operations.
9. Provide advice where requested in relation to data protection impact assessments undertaken pursuant to the [UAE] DP Regulations.
10. Co-operate with both the Commissioner and individual data subjects in accordance with the [UAE] DP Regulations.
11. Act as the contact point for the Commissioner on issues relating to Processing.
12. Ensure filing and fee requirements with the Commissioner are achieved.
13. Receive and act upon any relevant findings, recommendations, guidance, directives, resolutions, sanctions, notices or other conclusions issued or made by the Commissioner.

14. Respond to and advise on subject access requests (SARs) and other requests from individuals.
15. Review contracts for data privacy compliance (including model clauses where cross-border transfers are required) and accountability.
16. Develop and deliver privacy training to various business functions and collaborating with the information security function(s) to raise employee awareness of data privacy and security issues, and providing training on the subject matter.
17. Coordinate, conduct and monitor data privacy audits.
18. Collaborate with the information security function(s) to maintain records of all data assets and exports, and maintaining a data security incident management plan to ensure timely remediation of incidents including impact assessments, security breach response, complaints, claims or notifications.
19. Ensure that [UAE DP Authority]'s IT systems and procedures comply with all relevant data privacy and protection law, regulation and policy (including retention and destruction of data).
20. Work with designated lawyers, subject matter experts or champions across [UAE DP Authority]'s offices and, where necessary, outside legal advisers to help advise on local data privacy law issues.
21. Promote effective work practices, work as a team member, and show respect for co-workers.

#### **Position Specifications:**

##### ***Education***

1. [Law degree or post-graduate legal qualification required.]
2. Hold at least one data protection and/or privacy certification, such as<sup>1</sup> CIPP, CIPT, CIPM, BCS (formerly ISEB), etc. (preferred) or willingness to achieve within a short period of joining.

##### ***Work Experience***

1. [NUMBER] years PQE experience required.
2. Experience in [COUNTRY] and/or the [UAE] DP Regulations and/or international (EU, UK, etc) data privacy laws.
3. [NUMBER] years' experience within a compliance, legal, audit and/or risk function, with recent experience in privacy compliance.
4. Experience in developing policy and compliance training.
5. [Experience working in a regulated industry.]

##### ***Additional Requirements***

1. Some international travel [will] / [may] be required.
2. The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.

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<sup>1</sup> CIPP, CIPT, CIPM: IAPP Certification Programs (Certified Information Privacy Professional (CIPP); Certified Information Privacy Manager (CIPM); Certified Information Privacy Technologist (CIPT)); and, BCS (Chartered Institute for IT) (formerly ISEB) Practitioner Certificate in Data Protection.