

Data Protection Officer

Job Description

Pod: Governance

Stem: Governance

Reports to: Head of Governance

Direct reports: N/A



Red Kite's Expectations

We are recruiting an Interim Data Protection Officer to review our data governance arrangements and ensure the right policies, procedures and processes are in place to protect tenant data and meet business needs.

Working within the Governance team, this role supports compliance with legislation and regulation, helps mitigate risk and provides assurance to the Board on the security of our systems.

Key Responsibilities

- Update legally required records across the business
- Lead data breach, subject access request and STAIRS processes.
- Develop and embed data protection policies, procedures and assessments.
- Support the SLT with Record of Processing Activities data mapping exercise and create a process to keep it updated.
- Review training content and deliver regular in-house workshops.
- Identify software solutions that improve efficiency and compliance.
- Ensure Group identifies legal basis for processing data across the business.
- Work across the business with Data Governance team to address data retention issues, ensuring erasure processes are in place and documented.
- Work with Internal Audit Senior Specialist to develop periodic checks to test and verify records held are processed / stored / erased as required.
- Responsible for managing the Data Subject Access Requests process and procedure.
- Help identify a Data Subject Access Request software solution.
- Review data sharing agreements and advise on new agreements during the period they are in place; and
- Managing the STAIRS process and procedure effective from October 2026.

Our essentials

- A strong communicator who works well under pressure and manages competing priorities effectively.
- A self-motivated, solutions-focused professional with drive, tenacity and strong problem-solving skills.
- Well organised, results-driven and able to deliver to deadlines.

Added extras

- Flexible and adaptable in a changing environment.
- A trusted professional who acts with integrity and sound judgement.
- Approachable and confident, able to support and constructively challenge decisions when needed.
- Committed to both people and organisational success.

Qualifications, Skills & Experience

- Graduate calibre.
- Experience of implementing UK GDPR compliance within an organisation.
- Good understanding of UK GDPR legal and regulatory requirements, including compliance and monitoring.
- Experience of applying good practice in an organisational setting.
- Excellent verbal, written and presentation skills.
- Ability to build effective working relationships with staff, senior leaders, executives and customers.
- Confident, independent and self-motivated, with strong problem-solving skills and attention to detail.
- Commitment to our aims, ambitions and the wider social housing sector.