

naomi korn

ASSOCIATES

Consultant Opportunity in Data Protection and Information Governance

About Naomi Korn Associates

Naomi Korn Associates is a UK-based leader, specialising in copyright, data protection, and licensing. Since 2003 we have worked across the cultural, heritage, charity, education, and private sectors.

The team, headed up by Naomi Korn, Founder and CEO, brings together a range of specialists with decades of sector-specific expertise and skills. We support hundreds of clients through our retained consultancy services, including our acting DPO retained services, project work and our CPD accredited, and certified training programme.

We are seeking experienced consultants to support the team and strengthen our Data Protection and Information Governance service. As a consultant with Naomi Korn Associates, you will be supporting a dynamic, values-driven and growing company with an entrepreneurial spirit. Our consultants can choose consultancy work we offer them to fit around their day jobs and other commitments that they may have.

Consultancy and Training

Due to the expansion of the Data Protection client base, we are seeking experienced Data Protection and Information Governance Consultants to deliver services across the education, cultural heritage, charity and public sectors.

Consultants that sign with Naomi Korn Associates will work with clients to:

- Provide information and advice on compliance with information rights legislation including GDPR and data protection, PECR etc.
- Review, Monitor and advise on the client's data protection compliance documentation.
- Manage and respond to clients' GDPR/Data Protection queries and other support needs.

- Manage requests on behalf of clients under the Freedom of Information and Environmental Information Regulations (for applicable clients) applying exemptions/exceptions and redactions as necessary.
- Manage on behalf of client's data rights requests including Subject Access Requests (SAR), producing response letters, applying exemptions/exceptions and redactions as necessary.
- Drafting of all necessary Data Protection related Policies, Procedures and Privacy Notices.
- Advise on the necessity of a Data Protection Impact Assessment (DPIA) the manner of its implementation and potential outcomes.
- Advise and support clients on the management of Data Protection breaches.
- Conduct data protection compliance audits.
- Conduct reviews of clients against ICO codes of practice and guidance.
- Keep up to date and informed of relevant information rights legislation, guidance and changes.
- Act as the lead contact for communications with the Information Commissioner's Office (ICO).
- Responding to client data protection and information governance enquiries by phone, email and video call as required.
- Write regular (monthly / quarterly / termly) reporting on client contracts.

Consultancy experience:

- 3-5 years-experience delivering Data Protection Officer (DPO) or Information Governance services.
- Experience working in the education, charity and / or public sectors.
- Excellent organisational skills including managing multiple ongoing work packages / clients.
- Track record of working collaboratively and working as part of a team.
- Excellent communications skills.
- Knowledge of relevant regulations, legislation and quality standards.
- Excellent ability to provide clear, concise and practical advice.
- Excellent experience delivering training (or willingness to develop skills to deliver training).
- A champion for equality, diversity and inclusion.

How to apply

Contact us at info@naomikorn.com to express your interest and to arrange a meeting.