



Directorate:	Strategy, Policy & Communications Directorate
Capability Area(s)	Information Assurance and Governance
Job Title:	Clean Air Zone Data Governance Manager
Grade:	HEO

Job Purpose

The purpose of the role is to manage all the data sharing requests received in relation to CAZ liaising with stakeholders as appropriate to progress and approve these, maintain comprehensive records and provide support to other internal and external stakeholders in relation to the processing of CAZ data.

Functional Accountabilities

1	To manage all requests to share JAQU data in respect of the central CAZ service and all requests for DVLA data to support CAZ ensuring these are assessed and submitted to the relevant IAO in a timely manner for approval and passed to the relevant area for action.
2	To maintain comprehensive records of DVLA's processing activities, data sharing activities relating to its role as a processor for JAQU in respect of CAZ and instructions/approvals received in relation to the processing.
3	To provide advice and assistance on the appropriate handling of any information rights/ FOIRs/complaints received in relation to CAZ.
4	To provide advice regarding the appropriate technical and organisational security controls needed within DVLA to protect any CAZ data collected, processed or transmitted by DVLA
5	To assist the Data Incident Team in investigating, assessing and reporting any data incidents arising in connection with DVLA's processing of CAZ data adhering to the appropriate governance procedures.
6	To notify JAQU of any changes required to the CAZ Privacy Policy in a timely manner.

People Manager Accountabilities (Y/N)

N

Qualifications & Professional Memberships

CS Behaviours*or applicable framework (Select core competencies (max 6))	Level (1-5)
Changing and Improving	3
Working Together	3
Communicating and Influencing	3
Developing Self and Others	3
Delivering at Pace	3
Managing a Quality Service	3