



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

Job Purpose

The purpose of this role is to act as the primary point of contact with JAQU for all data governance matters, ensuring that the data sharing agreements in place are fit for purpose and that DVLA is meeting its processor obligations under the terms of the MOU.

Functional Accountabilities

1	To manage all requests to offshore CAZ data, gather information to assess the risks associated with the offshore arrangements and submit to the relevant IAO for approval in a timely manner.
2	In consultation with JAQU and Commercial colleagues, to advise on the type of agreement, the data protection relationships and relevant clauses in respect of all data contracts/MOUs drafted related to CAZ
3	To manage the data governance aspects associated with onboarding/offboarding local authorities on to the scheme
4	To act as the primary point of contact for JAQU for all data governance matters, liaising with other internal and external stakeholders as required
5	To assist JAQU with drafting/maintaining of any DPIAs relevant to DVLA's processing of CAZ data
6	To monitor DVLA's compliance with the terms of the MOU in relation to the processing it carries out on behalf of JAQU and escalating any issues arising.
7	To participate in the procurement of any sub-processors engaged by DVLA to process CAZ data on behalf of JAQU, ensuring that all due diligence activities are undertaken, relevant approvals sought and relevant terms flowed down.
8	To ensure staff self-adhere to relevant Health & Safety, data protection and employment law as well as DVLA's security policies.

People Manager Accountabilities (Y/N)

Y

Qualifications & Professional Memberships

CISMP

Data Protection Practitioner

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



Changing and Improving	3
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