

Data Protection Officer (DPO) 24/01/2020



Company description:

Greenfield is pleased to be working closely with a bank based in Luxembourg city working with a wide range of businesses. In order to internalise their DPO tasks, they are looking for someone to handle this full-time position with a possibility to support from time to time the legal and/or compliance Department. The DPO oversees the correct application of the laws and regulations on Data Protection and is responsible for the implementation of these laws and regulations into the daily operations of the organization. The person will be expected to invoke awareness on personal data by creating training material and providing training along with developing and implementing processes that enable data subjects to effectively exercise their rights. The person will provide advice on information security and protection of personal data and on how to deal with data breaches. The DPO will be the point of contact for questions, complaints and problems and will work together with the Supervisory Authority or other instances if necessary. Several safeguards exist internally in order to enable the DPO to act in an independent manner.

Function

- Monitoring compliance with the GDPR (collect information to identify processing activities, analyse and check the compliance of processing activities, inform, advise and issue recommendations to the controller or the processor);
- Carry out Data Protection Compliance Assessments and Audits and inform customers when they are not properly applying the laws and regulations on the processing of personal data or when there are data breaches;
- Assist the controller in the drafting of the Data Privacy Impact Assessment;
- Cooperating with the supervisory authority and acting as a contact point;
- Advise the controller on a risk-based approach to data processing;

- Create and maintain inventories of processing operations;
- Ensuring the enforcement of GDPR requirements

Searched profile

- At least 10 years of full-time work experience in information security, compliance, legal and regulatory requirements, and/or related functions
- Absolutely trustworthy with high standards of personal integrity (demonstrated by an unblemished career history, complete lack of criminal convictions etc.), and willing to undergo vetting and/or personality assessments to verify this if necessary
- Hands-on team leadership and management experience, ideally coupled with suitable management qualifications
- Shall have expert knowledge of data protection law and practices including expertise in national and European data protection laws and practices including an in-depth understanding of the GDPR
- Fluent written and spoken English and French
- Strong oral and written communication skills, aware of the importance of confidentiality, proactivity, autonomy and work flexibility, ability to work in an international environment Important

Contact

If you are interested in this position or would like to discuss other roles that we are currently recruiting for, please forward your CV in English to **Muriel Newton** (applications@greenfield.lu)