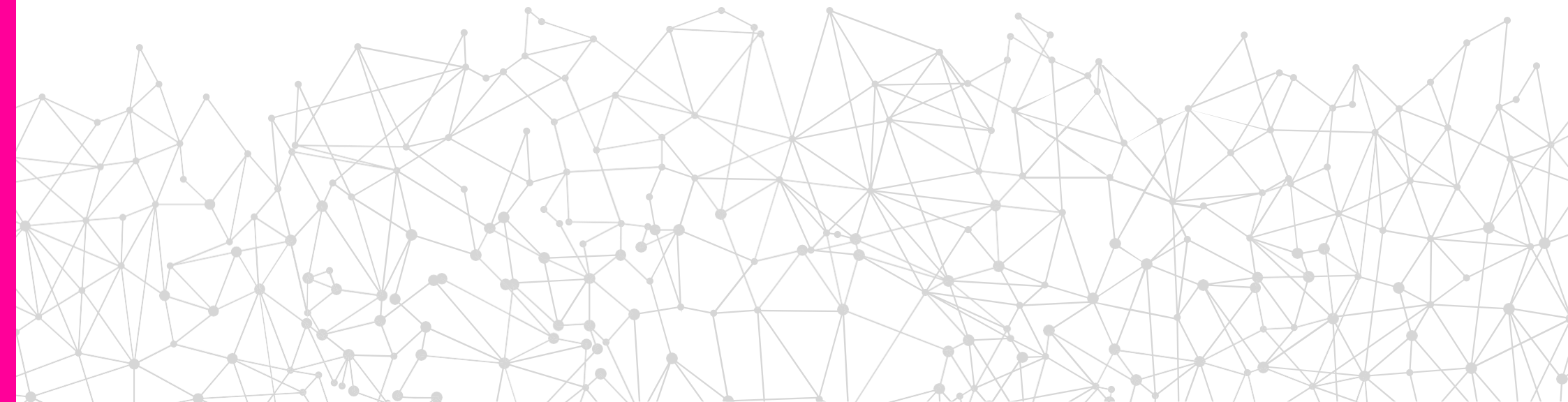


# Data Support Executive

Location: UK

Role Type: Minimum 12-month Maternity Cover

Job Location: Hybrid - min 2 days a week in our London office



## About Sagacity

Data makes the world go round. Every day, we generate it, use it, consume it, and demand it. At Sagacity, we are all about the intelligent use of data. We work with some of the country's leading brands to support them in making wise decisions powered by data. We help them transform their customer data into a structure they can use, enabling them to improve it, make sense of it, and drive value from it.

Founded in 2005, we are a customer-centric business with a World Class +82 Net Promoter Score. We believe data should be at the heart of every company. While we are sector agnostic, primarily our clients are in the water, energy, telecoms, financial services, charity, and retail sectors. We help them improve their customer prospecting and marketing, customer management, billing, collections, and retention over the lifetime of the customer.

We have delivered consistent success and ROI for our clients through new customer acquisition, customer management, onboarding, and ongoing development, to ensure every consumer is treated like an individual.

Data can reveal the full picture and we join the dots.

## About the Role

We are continuously looking to update, improve and advance our compliance and Information privacy framework to ensure alignment of our obligations and responsibilities as a Data Controller under the UK data protection regulations, inclusive of UK GDPR and PECr.

Reporting to our Data Governance Manager, you will work within the Compliance team, driving compliance and data protection best practice.

## Responsibilities

- Management of Sagacity's permissions library and recording of all Individual level consents held on the marketing database
- Managing both Internal and External stakeholders' data management requests and consulting with vendors and contractors
- Managing and maintaining audit reporting and data seeding processes.
- Working with the Data Governance Manager to complete due diligence and Information Security questionnaires and requests
- Working with the Data Governance Manager to maintain DMA DataSeal, Data Protection, ISO and ICO accreditations and memberships
- Working with the Data Governance Manager to suggest process improvements to ensure Sagacity remain compliant with the UK regulatory requirements such as UK GDPR, PECR
- Working with the Data Governance Manager to administer the legal/compliance drives and SharePoint sites to ensure that record keeping is up to date
- Managing and drafting ROPA's, DPIAs / PIAs and privacy risk assessments
- Assessing and monitoring privacy compliance activity
- Providing support to draft privacy notices and fair processing notices
- Working with the Data Governance Manager to administer the delivery of Internal Data Protection and Security training.
- Troubleshooting compliance queries as instructed by the Data Governance Manager



## Requirements

- You will be expected to attend conferences, workshops, seminars to build your knowledge of compliance issues facing our business
- You will need to build relationships with your colleagues and provide support as required
- You will report to the Data Governance Manager but also work closely with the Data Compliance Executive and Head of Legal

### **Competencies, Knowledge & Skills:**

- Highly Organised
- Good Communicator
- Confident in using MS Office applications (e.g. PowerPoint, Word, Excel etc.)
- Proactive mind set
- Ability to quickly become proficient with new applications and processes
- Self-Motivated
- Tenacious
- Good facilitator
- Confident self-starter
- Good team player
- Ability to handle conflicting demands and tight deadlines
- Good analytical skills
- Good attention to detail
- Good working knowledge of Data Protection Practices

## People at Sagacity

Success in any business is ultimately about its people; their skills, personality, attitude, qualities, dedication and enthusiasm. We recognise the value of our people and their commitment to working together as a team, but equally between ourselves and our clients.

Our consultants are often personally recommended and undergo rigorous screening to ensure they share the qualities that are integral to our business. They naturally have an outstanding level of skill in their areas of expertise, many with significant operational experience within our key industry sectors.

At Sagacity, we:

- believe working with our clients, in collaboration, delivers better results
- coach & mentor our clients' teams so our solutions live on after our assignment ends
- believe in delivering benefits as we go along

If you would like to join a unique working environment, with a sociable culture, where work is done a little bit differently – and we believe 'better' - then we look forward to hearing from you!