Sagacity

Data Compliance Executive

Location: UK
Role Type: Permanent - Full Time
Job Location: Hybrid Working - minimum of 2 days a week in our London office

Clever with data... combining data, insight, and action to drive value

Sagacity are the data intelligence people. Our proposition is simple: we help consumer facing businesses increase customer engagement and make more money. How do we do it? We dig into the data businesses already have, and combine it with our data, insight, and action. Think of us as data co-pilots for sales, marketing, ops, billing, credit and debt - clients typically see 5x returns within the first few months.

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 and while we are sector agnostic, primarily our clients are in the financial services, retail, energy, telecoms & media, water, and not for profit sectors.

We are a purpose led company and we believe that purpose comes before profit. We work as one team both with clients and internally, and are trusted to deliver quality in our standards and in achieving successful client outcomes. We are open, honest and communicate in a jargon-free, collaborative way, with all our teams being agile and curious, and continuously learning to achieve our purpose. We believe that if we achieve our purpose then everything else will follow.

Data Compliance Executive

Role Overview

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 remains compliant with the UK regulatory requirements such as UK GDPR, PECR, DUA Act
- 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, LIA'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
- Attending Client meetings to advise Clients and vendors on how data can be processed in alignment with the UK Data regulations

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 to achieve successful outcomes.

At Sagacity, we:
- believe working with our clients collaboratively delivers better results
- coach and mentor our clients' teams so our data and solutions live on after our assignment ends
- believe in delivering benefits as we go along

We achieve this through our core values:
- One Team
- Quality Delivery
- Trusted
- Agile & Curious
- Open, Honest, Simple Communication

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!