Data protection/regulation consultant - project brief

August 2017

About FSRH

We are the largest UK professional membership organization working at the heart of sexual and reproductive health, supporting healthcare professionals to deliver high quality care.

We are a registered charity, established over 20 years ago, to promote and maintain high standards professional practice within the fields of sexual and reproductive healthcare.

We offer membership options and training and qualifications to healthcare professionals with an interest in sexual and reproductive healthcare and publish standards and guidance to support their work. www.fsrh.org

Overview of the role

The EU General Data Protection Regulation (GDPR) will become mandatory from 25th May 2018 and it will transform how personal data is collected, shared and used globally. All organisations will have changes to make in policy, processes and contracts, as well as in technical and organisational compliance measures.

The FSRH are looking for an experienced consultant with a background in data protection to review and update our data policies and procedures and guide us through the requirements of GDPR. We are looking for somebody that is used to dealing with complex organisations. As a membership body ‘our’ data is handled by us and also others on our behalf e.g. volunteers.

We are a small team but with big ambitions, so we are very busy, so any policies need to be feasible to implement. We are looking for somebody with good common sense.

Project Outputs

The project will include the following:

- Audit of current data held by FSRH and mapping of data processes. This should include data held in systems (mainly CiviCRM, our drupal website and our CMS system), archived materials in the office and our stored materials off-site from the FSRH offices.
• Documentation of what data we need to keep, for how long and why.
• Review and development of FSRH current data retention policy and development of data protection policies. Recommendations on the impact of GDPR on FSRH for data policies and assistance in developing these policies to meet both existing Data Protection Act and GDPR requirements.
  To include:
  o Privacy notices
  o Members’ individual rights – including considering the online registration journey prospective member complete when registering for initial website access.
  o Subject access requests – considering the impact on staff and team workload that this might entail.
  o Lawful basis for processing data
  o Marketing considerations communicating to both members and non-members (prospects) with consideration on opting in/out of e-mailings and whether the existing technology can deliver against the new GDPR guidelines.
  o Consent and ensuring we are compliant GDPR with our messaging when collecting both online and offline (at events for instance) collection of data.
  o Data breaches
  o Data Protection Impact Assessments
  o Working with third parties including contracts and sharing agreements.

• Identification of data protection training needs for staff and any resource implications
• Recommendation for ongoing review of policies and procedures with particular reference to both internal data policies and external membership-related data policies.
  o Understanding what is required of organisations under 250 staff in terms of keeping records of activities that are high risk

The consultant will be working with a team of FSRH staff and potentially some of our committee members etc.

The output is a report with clear recommendations and a set of updated policies and procedures. The report should take into consideration the ICO’s new guidance report which is expected in the summer of 2017.

Skills & Experience

We are looking for a consultant that can work in our offices (near Baker St, London) and also remotely. Key skills and attributes include:

• Excellent understanding of the existing Data Protection Act and the upcoming EU GDPR and its practical implications
• Experience of working with a membership organisation
• Strong leadership and communications skills
• Strong data protection technical skills with Data Practitioner Certificate or equivalent qualification
• Gap Analysis
• Project management skills
• Strong IT knowledge
• Self-starter who can work independently
• Good people skills and the ability to work with a range of staff and stakeholders

We welcome applications from individuals who could cover the full range of tasks within the project brief as well as from individuals who could cover a significant part of the role.

**Timescales**

We are looking for the delivery of the report by end 2017.

**To respond**

If you are interested in responding, please produce a proposal that covers:

• Your approach to our project
• Your relevant experience
• The cost of delivering this work including any assumptions
• Any issues you foresee which our project

Please include two references including one from a membership organisation.

Please limit your response to 8 sides of A4 and send to Jane McGowan, Director of Finance. FinanceDirector@fsrh.org by 6th September 2017.

If you have any questions regarding the project brief before that date then please contact Jane Hattfield, CEO. ChiefExec@fsrh.org