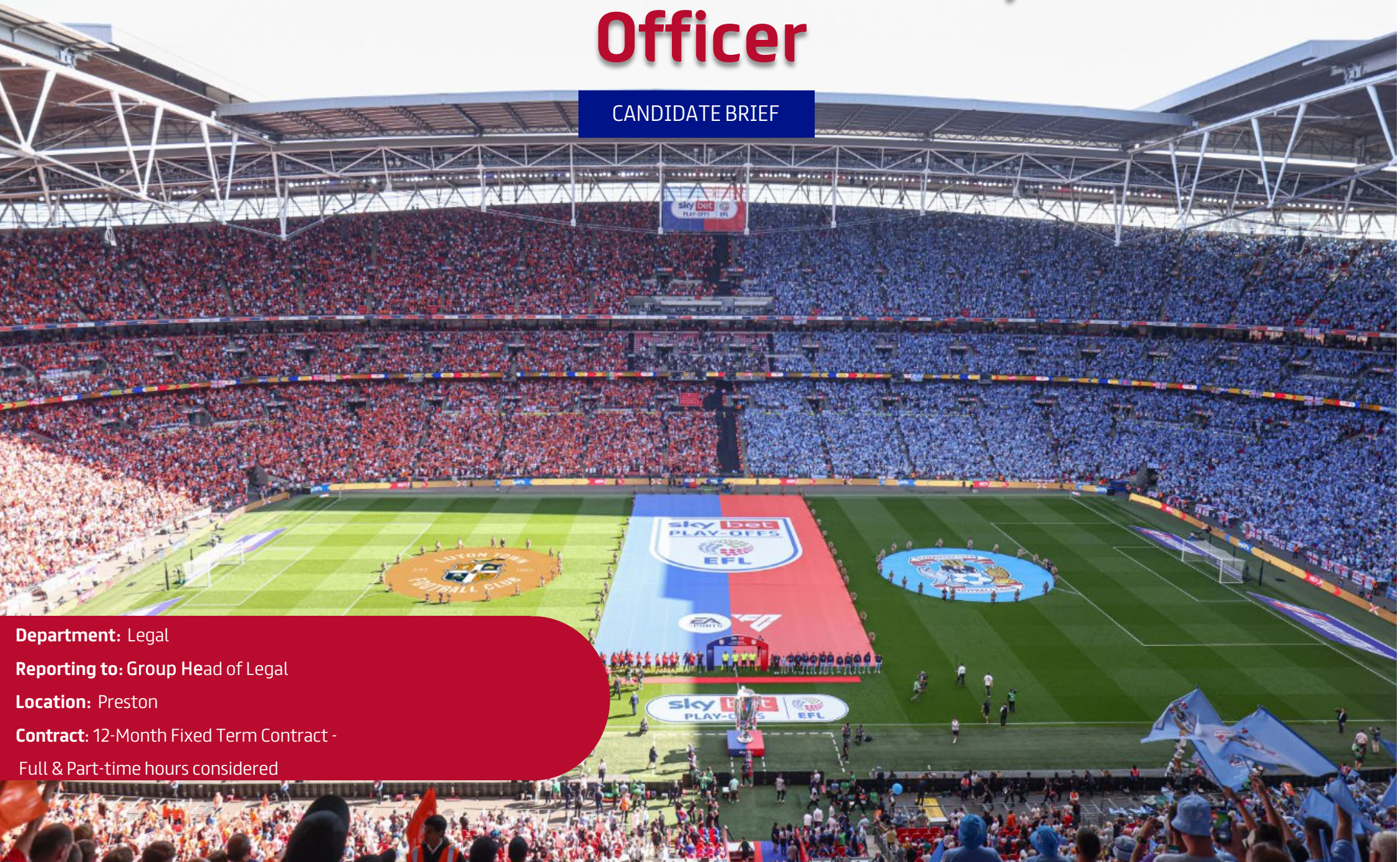


Data and Information Compliance Officer

CANDIDATE BRIEF



Department: Legal

Reporting to: Group Head of Legal

Location: Preston

Contract: 12-Month Fixed Term Contract -

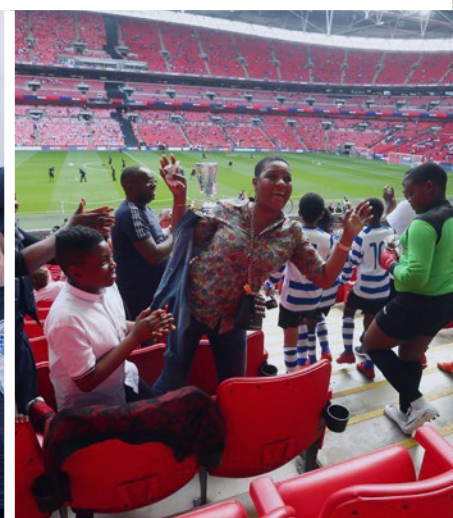
Full & Part-time hours considered

INTRODUCTION TO THE EFL

Formed in 1888, the English Football League (EFL) is the world's original and oldest league football competition. With 72 Member Clubs, it is the largest single body of professional Clubs in European football and is responsible for administering and regulating the Sky Bet EFL, Carabao Cup, Bristol Street Motors Trophy and youth and reserve football.

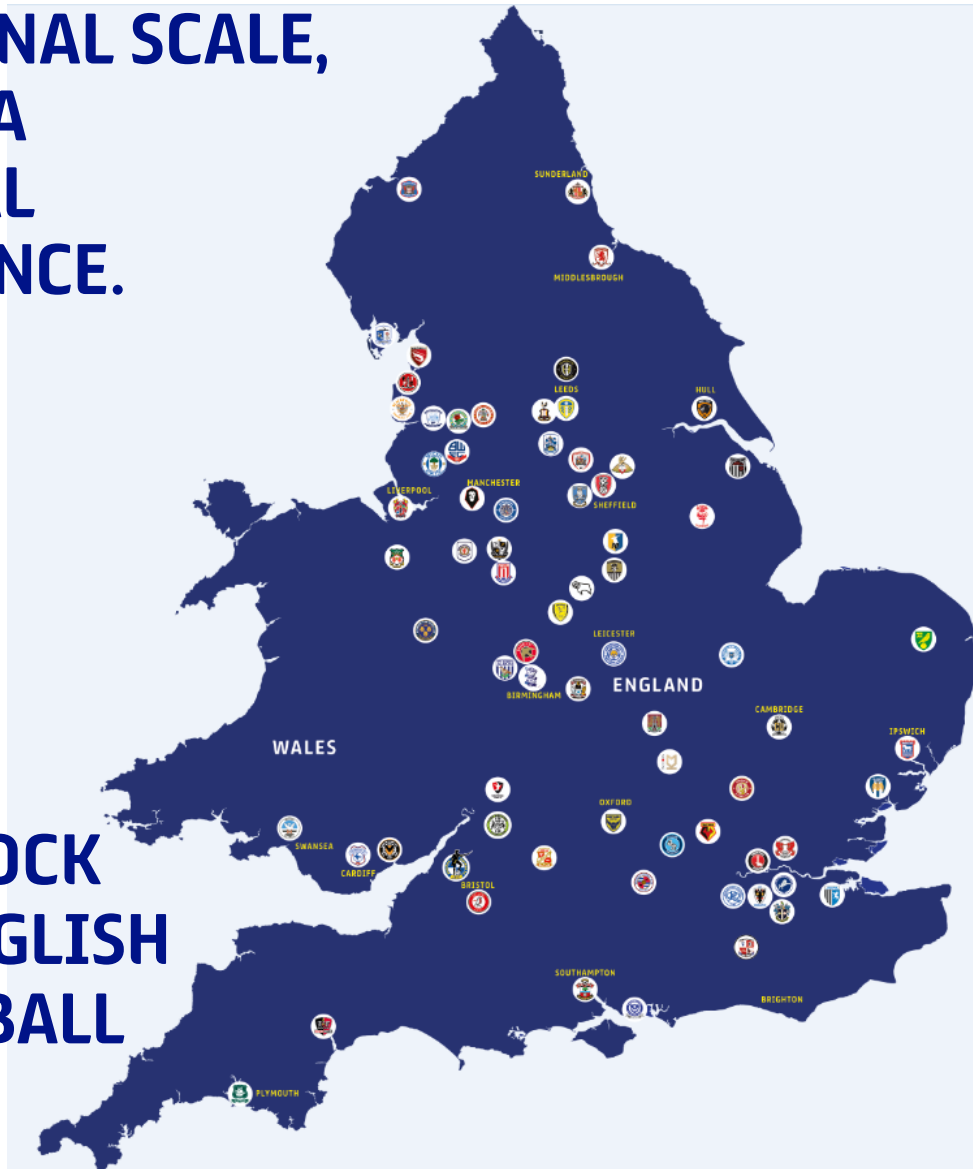
A vital part of sporting life, both in the UK and across the globe, the EFL operates some of the world's most competitive, popular and successful football competitions, acting as part of the fabric of life for millions of fans.

One of the highest attended league bodies in Europe, EFL Clubs are truly embedded in the hearts of their 72 local communities, spanning the breadth and depth of England and Wales. Away from the matchday, Clubs and Club Community Organisations interact seven days a week, 365 days a year, making a positive contribution to the communities in which they serve.



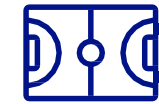
LOCAL ACTIVATION ON A NATIONAL SCALE, WITH A GLOBAL AUDIENCE.

THE BEDROCK OF ENGLISH FOOTBALL



72

EFL Clubs cover a catchment area of 46.7 million people, 80% of the population of England and Wales



1,891

matches per season including five showpiece finals at Wembley stadium



1 IN 4

admissions to a UK sporting event are for an EFL organised match



54%

of the UK population will watch EFL football on TV each year



Global household reach of **260 MILLION**



Broadcast to a global audience of over **400 MILLION** across **187 COUNTRIES**



The EFL Board of Directors is responsible for providing the organisation's strategic direction.

The Board, which is largely a stakeholder Board, consists of ten directors, six of whom are divisional representatives elected by member Clubs. The divisional representatives include three directors from Championship Clubs, two from League One Clubs and one from a League Two Club. The remaining four directors are independent of Clubs. The CEO is the only executive on the Board.

Rick Parry
Chair

One of the UK's most experienced leaders in football, Rick Parry - Chair of the EFL Board - served as both Chief Executive of the Premier League between 1991 and 1997, and Liverpool Football Club between 1997 and 2009.

Trevor Birch
Chief Executive

Appointed as Chief Executive in January 2021, Trevor Birch has held several prominent roles within football, including Chief Executive at Chelsea, Everton, Leeds United, Sheffield United and Derby County, as well as Chair of Swansea City and most recently, Director of Football Operations at Tottenham Hotspur.

JOB PURPOSE

As a Data and Information Compliance Officer you will play a pivotal role in the provision of giving legal support and advice to the wider business (including in relation to data protection and compliance matters). You will also be responsible for providing commercial agreements and enforcing EFL rules and regulations.

KEY RESPONSIBILITIES

- Reviewing, updating, and maintaining the data protection, privacy and information security policies, standards, assessments, practices and procedures across the EFL and applicable group companies.
- Ensuring all data protection, privacy and information security policies, standards, assessments, practices, and procedures are integrated and operating effectively across the working practices of the EFL and applicable group companies.
- Reviewing, updating, and maintaining appropriate records of processing in accordance with data protection legislation.
- Undertaking audits of data protection, privacy and information security policies, standards, assessments, practices, and procedures at appropriate intervals.
- Ensuring proper handling of data subject rights requests received by the EFL and applicable group companies.
- Investigating and reporting data, privacy, and information security breaches in compliance with data protection legislation.
- Supporting various projects across the EFL and applicable group companies, including for example integration of privacy by design, and data protection impact assessments.
- Assisting in the drafting, review and negotiation of data sharing and processing agreements.
- Providing appropriate guidance to EFL member clubs where required in relation to their data protection practices which interrelate with those of the EFL and its applicable group companies.
- Work proactively with the business and department leads to provide necessary training to internal departments at regular intervals and as required.
- Providing other data protection, privacy and information security related advice to the EFL and its group companies as required.
- Supporting the business with other corporate compliance activities as required.

PERSON SPECIFICATION

The successful candidate will be able to demonstrate the following knowledge, skills and attributes that are key to the role:

ESSENTIAL

- Comprehensive knowledge of data protection, privacy and information security legislation applicable in the UK and EU.
- Strong and proven experience of advising in relation to data protection, privacy and information security matters.
- Strong and proven experience of implementing and maintaining effective data protection, privacy and information security practices and procedures.
- Strong and proven experience and knowledge of supporting a business with corporate compliance matters (for example, in relation to anti-bribery, anti-modern slavery and/or corporate governance).
- Excellent organisational skills, attention to detail and an ability to learn quickly.
- Strong analytical and research skills
- The ability to work flexibly and adapt accordingly to achieve defined deadlines
- The ability to prioritise work effectively and recognise when to escalate an issue
- Pragmatic and risk-based approach to day-to-day issues
- Excellent communication skills with the ability to articulate complex principles to a lay audience.
- Contribute to promoting equality and diversity as part of the culture of the organisation
- Lead by example by contributing to promoting the principles of the EFL:
 - a) **Everybody Working Together** - We are one team supporting each other and collaborating on our shared goals.
 - b) **Fairness & Equality** - Being consistent and inclusive for everyone - showing respect.
 - c) **Listening & Learning** - Communicating with trust and honesty-growing as individuals and enabling others to do so too.

ADVANTAGEOUS

- Legal or other qualifications in the fields of data protection, privacy and information security.
- Knowledge of data protection legislation applicable in jurisdictions beyond the UK and EU.
- Familiarity with data protection, privacy and issues affecting football at a domestic level
- Knowledge of the EFL, its 72 member clubs and the wider footballing family.



OUR TEAM AT THE EFL

We look for the best people who approach their work with energy, excellence and commitment.

Our principles of how we operate within the EFL are clear:

Everybody working together – “we are one team supporting each other and collaborating on our shared goals”

Fairness & equality – “being consistent and inclusive for everyone – showing respect”

Listening & learning – “communicating with trust and honesty, growing as individuals and enabling others to do so too”

Our employees are crucial to our success and Equality, Diversity and Inclusion are fundamental elements of building our team. Each of us come from diverse backgrounds and have an array of qualifications, skills and experiences.

If you have any particular requirements in respect of the recruitment or interview process – please mention this in your application.

INCLUSION

The EFL is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. Applicants fulfilling the criteria will be considered in a meritocratic way and without regard to race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity.

SAFEGUARDING

The EFL is committed to safeguarding the welfare of children and adults at risk and require all employees to share this commitment and promote the welfare of these groups. Applicants will be asked about any previous convictions and cautions. Amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.





RECRUITMENT PROCESS

STAGE 1

Submitting your application

Please apply for this role via iRecruit by clicking the link in the advert.

A short-list of candidates will then be selected for interview.

STAGE 2

First interview

A face-to-face discussion for both parties to find out more about each other and to understand your suitability for the role - allowing you to showcase your knowledge and skills. Additionally, a task will be assigned to further assess your suitability and fit for the role.

STAGE 3

Job Offer

Congratulations! Reaching this stage means you have demonstrated you are the best candidate.

Paperwork will be finalised, and a start date confirmed.

We then look forward to you joining the team!



For a confidential discussion about the role, please contact:

The People Team
People@efl.com

efl.com

