

**Police Staff**  
**Disclosure Assistant**  
**Strategic Asset Management**  
**Role Definition: 13630**

**ROLE DEFINITION**

Dept / Area Command:	Strategic Asset Management	Section:	Information Management Unit
Post Title:	Disclosure Assistant	Post Reference:	13630
Post Grade:	Grade C	Location:	
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Data Protection & Disclosure Adviser		
Staff Responsibilities:	Not Applicable		
Purpose:	To provide a central point for all Data Protection and Freedom of Information issues to ensure Northumbria Police complies with appropriate legislation.		

**Key Responsibilities:-**

- 1. Provide advice and guidance as and when required in line with Data Protection and Freedom of Information legislation to assist internal and external customers.**
- 2. Liaise with Departments and Area Commands regarding implementation and maintenance of Data Protection and Freedom of Information legislation to ensure compliance.**
- 3. Undertake and monitor Area Command and Departmental audits, maintaining records and reporting on outcomes to ensure compliance by the Force.**
- 4. Disclose information to relevant individuals and organisations in line with Data Protection and Freedom of Information legislation, ensuring only relevant information is disclosed and a high standard of service is maintained.**
- 5. Assist in the investigation of disclosure issues concerning disciplinary or criminal matters in order to assist Senior Investigating Officers.**
- 6. Undertake clerical duties required to support the section in an efficient and timely manner.**

**The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**