|  |
| --- |
| **Police Staff****Disclosure Assistant****Information Management Unit****Role Definition:PH014 / 13630** |

 **ROLE DEFINITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dept / Area Command: | Information Management Unit  |  | Section: | Data Protection & Disclosure  |
| Post Title: | Disclosure Assistant  |  | Post Reference: | PH014 / 13630  |
| Post Grade: | Grade C   |  | Location: | Bedlington  |
| 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.**