



Job Title:	Data Quality and Governance Executive		
Department:	Legal	Reporting To:	Quality and Data Governance Manager
Location:	London Bridge	Salary range:	tbc

About REaD Group:

REaD Group are a Data as a Service company offering a range of data, data quality and engagement solutions.

Synonymous with data quality, REaD Group's market leading data cleaning solution is the most comprehensive and accurate in the UK. We also hold the most comprehensive consumer database in the UK with over 38 million records and hundreds of selectable variables.

We deliver actionable insight and reporting, build single customer and prospect views plus a range of bespoke data and consultative services.

The Role

REaD Group 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 GDPR, PECr and incoming e-Privacy Regulations. Reporting to REaD Group's Data Governance Manager you will work within the Compliance team, driving compliance and data protection best practice.

Duties and Responsibilities

- Deliver training and advice to staff on their obligations under the relevant data protection legislation (DPA 2018), and Information Security Management standards
- Work closely with the tender team to complete RFP's, data security and due diligence questionnaires from suppliers and clients
- Assist the Data Protection Office team in all regulatory matters
- Assist in the development of ISO 27001 policies, procedures and standards to ensure the security, confidentiality and privacy of REaD Group information is



- maintained
- Administer, maintain and ensure that all ISO Information Security management documentation is kept fully up to date with full version control and audit trail
 - Maintain REaD groups permission and compliance library
 - Maintain the Data Seal, Data Protection, ICO and Ministry of Justice accreditations and memberships
 - Assist the Head of Legal in client and supplier risk assessment review processes
 - Assist Head of Legal in managing and updating REaD Group templates.
 - Assist Head of Legal in providing support to colleagues.
 - Administer the legal/compliance drives and SharePoint sites to ensure that record keeping is up to date.
 - Be a member of the Information Security Management Team.

Job Specific information:

- You will be expected to attend conferences, workshops, seminars to build your knowledge of compliance issues facing REaD Group
- You will need to build relationships with your colleagues and provide support as required
- The office hours are 9:00 am – 5:30 pm. Flexible working hours are negotiable
- You will work report to Quality and Data Governance Manager but also work closely with Head of Legal

Job Specific information:

- Essential:
- Self-Motivated
 - Tenacious
 - Good facilitator
 - Confident self-starter
 - Good team player
 - Flexibility
 - Ability to handle conflicting demands and tight deadlines
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- Desirable:
- Data industry experience
 - Direct marketing experience
 - Experience in digital marketing
 - Good Knowledge of Data Protection
 - Good Knowledge of GDPR/DPA 2018/PECR
 - Good knowledge of Information security standards
- To apply please send CV and covering letter to HR@readgroup.co.uk