

## Data Protection Officer

A Data Protection Officer (DPO) is someone who ensures that a company complies with all data protection laws and regulations. They carry out security audits to ensure all data is processed in the correct way and serve as the point of contact between a company and any data protection authorities.

### The Work

You could be:

- training staff members on current data protection policies and guidelines
- carrying out security audits to ensure all data is handled correctly
- creating data protection guidelines and strategies for staff to follow
- evaluating and updating any data protection policies already in place
- liaising with data protection governing bodies
- maintaining and updating records relating to data protection.

### Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of the company or organisation you work for
- the demand for the job.

Starting salaries may be around £28,000 to £30,000 a year, rising to between £40,000 and £50,000 with experience.

### Conditions

- You would be based in an office or working from home, and use a computer most of the time.
- Your basic hours would be regular, 9.00am to 5.00pm Monday to Friday.
- You may sometimes need to work late to meet deadlines or deal with any problems.
- You may have to travel and a driving licence is useful.

### Getting In

- For entry into this role an undergraduate degree (SCQF Levels 9/10) in a computing subject, such as computer science or information systems is required. For entry you need 4-5 Highers, usually including Maths, with English at least to National 5.
- If you don't have a relevant degree, you can take a postgraduate (SCQF Level 11) course such as data science or cyber security.
- There are a number of professional courses you can take to enhance your knowledge and skills such as the Certified Information Privacy Professional Course (CIPP) or the GDPR (General Data Protection Regulation) Foundation Training Course.

- Many employers will look for employees with relevant experience in areas such as IT, risk management and law.
- A sound knowledge of all data protection laws including GDPR is essential.

Data protection officers can work in a wide range of sectors, including finance, information technology, retail, education, government, healthcare and consulting. Jobs are advertised through recruitment agencies and online on specialist job sites such as [OnlyDataJobs](#).

## What Does It Take

You need to have:

- strong attention to detail
- good written and verbal communication skills
- excellent problem-solving skills
- the ability to work well under pressure
- good IT skills.

You need to be able to:

- handle confidential information
- work alone and as part of a team
- work to deadlines.

## Training

- Training would likely be on the job specific to the area or sector that you work in.
- As laws and guidance are regularly updated you may have to attend regular training courses to ensure your knowledge is up to date.
- A number of courses are run by IT Governance such as their four-day [Certified Data Protection Officer \(C-DPO\) Training Course](#). These qualifications must be renewed every two years.

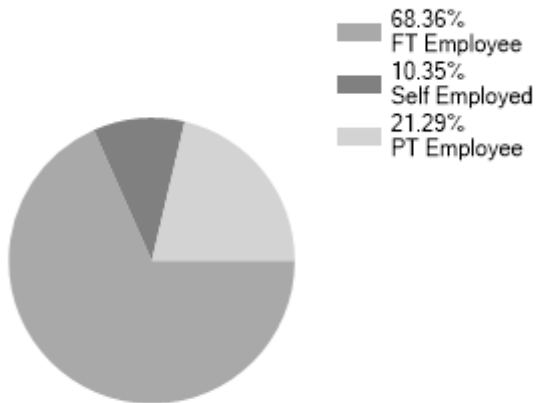
## Getting On

- You could undertake a postgraduate qualification – it may be a requirement for some jobs.
- With experience and ability, you could move on into a senior or managerial position.

## Contacts

## Statistics

Employment Status UK %

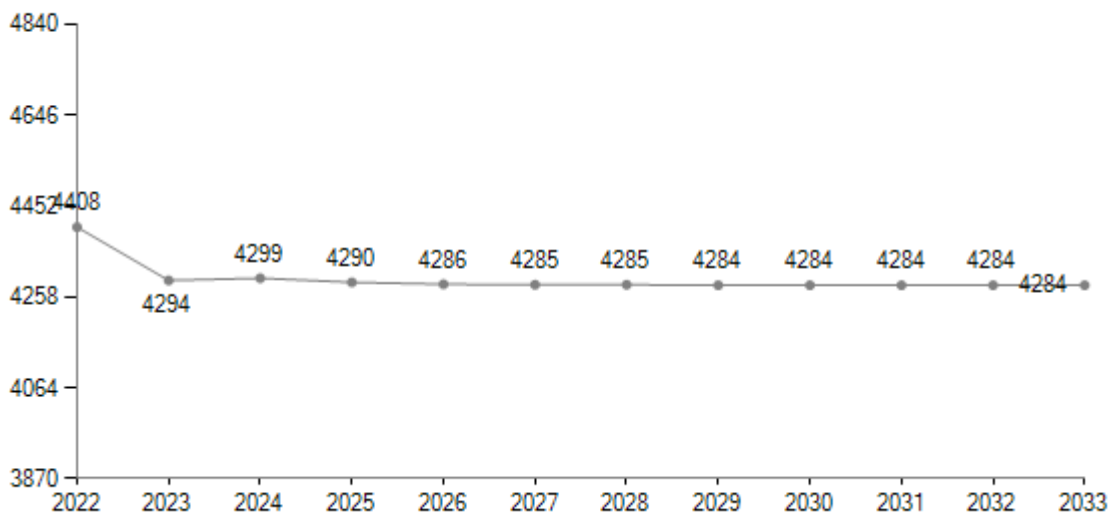


### Past Unemployment - Scotland

No Claimant statistics available for Scotland.

LMI data powered by [LMI for All](#)

Predicted Employment in Scotland



LMI data powered by [Lightcast](#)