



Role description

In-house Data Protection Lawyer

The opportunity for you

Executive summary

Reporting to the firm's Director of Risk, the focus of the role is to develop and manage the firm's data protection compliance, privacy and cyber security. As well as continuing to develop the firm's Data Protection Compliance Programme created in response to the General Data Protection Regulation, it will involve managing and responding to cyber security risks, responding to information security client audits, managing subject access requests and reviewing data protection clauses in client terms and supplier contracts.

The team

This role is an in-house role, sitting in the Risk Management team based in London. The team comprises In-House Legal Counsel, Risk Lawyers and Business Acceptance Analysts, supporting the UK business and some of the firm's international offices.

Key responsibilities

- Assisting the Director of Risk in developing the information security and privacy strategy for the firm.
- Leading on continuous improvement of the firm's data protection compliance programme to ensure alignment to current law and regulatory guidance.
- Creating and maintaining data protection policies and procedures.
- Liaising with data protection experts in the firm's international offices, to ensure firm-wide compliance.
- Keeping up to date with developments in data protection law, policy and regulatory guidance and providing updates to the Director of Risk.
- Providing advice and input on projects from a data protection compliance perspective.
- Working with the IT and IT Security teams to assess cyber and information security risks for the firm and developing appropriate awareness and training programmes.
- Conducting data protection compliance assessments, including as appropriate, privacy impact assessments on all new personal data processing activities to be introduced by the firm and changes to existing processing activities.

Job title

In-house Data Protection Lawyer

Recruiting manager

Marianne Robson

Department

Risk Management

Working hours

Monday to Friday (09:30 – 17:30)

Working at least 2 days a week from our offices.

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

The opportunity for you

- Creating and maintaining data protection compliance accountability records including compliance assessments and records of processing activities
- Monitoring, reviewing and maintaining the firm's ICO registrations.
- Assisting the Director of Risk in dealing with the Information Commissioner on data breach investigations, complaints and investigations if necessary.
- Working with the IT Security team in reviewing and responding to client cyber and information security audits.
- Dealing with Data Subject Access Requests served on the firm.
- Reviewing data protection provisions in all the firm's contracts involving personal data processing.
- Responding to data protection aspects of client due diligence questionnaires and reviewing data protection terms in client engagement documents.
- Creating data protection and awareness programmes and delivering training to staff.

Knowledge, skills and experience

- A full understanding of the applicable regulatory framework.
- Demonstrable experience of designing, implementing, maintaining and documenting data protection compliance programmes at a senior level.
- Experience of information security standards such as ISO 27001
- Experience in dealing with data security breaches, managing investigations and dealing with the regulator.

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our UK sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1000+ lawyers | **300+** partners | **29** offices | **17** jurisdictions

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Investing in you | Tailored Benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house GP service

Health and wellness benefits

- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex

Lifestyle benefits

- Cloud Nine – our subsidised restaurant and coffee bar
- Enhanced family leave – after one year qualifying service new parents taking maternity or shared parental leave may receive the equivalent of six months' full pay, spread over nine months
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Mortgage surcharges
- Interest free season ticket loan

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



Diversity & Inclusion

Mansfield Certification

Taylor Wessing UK is proud to have achieved Mansfield Rule UK certification for a second year running and has committed to participating for a third year!

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please [click here](#)



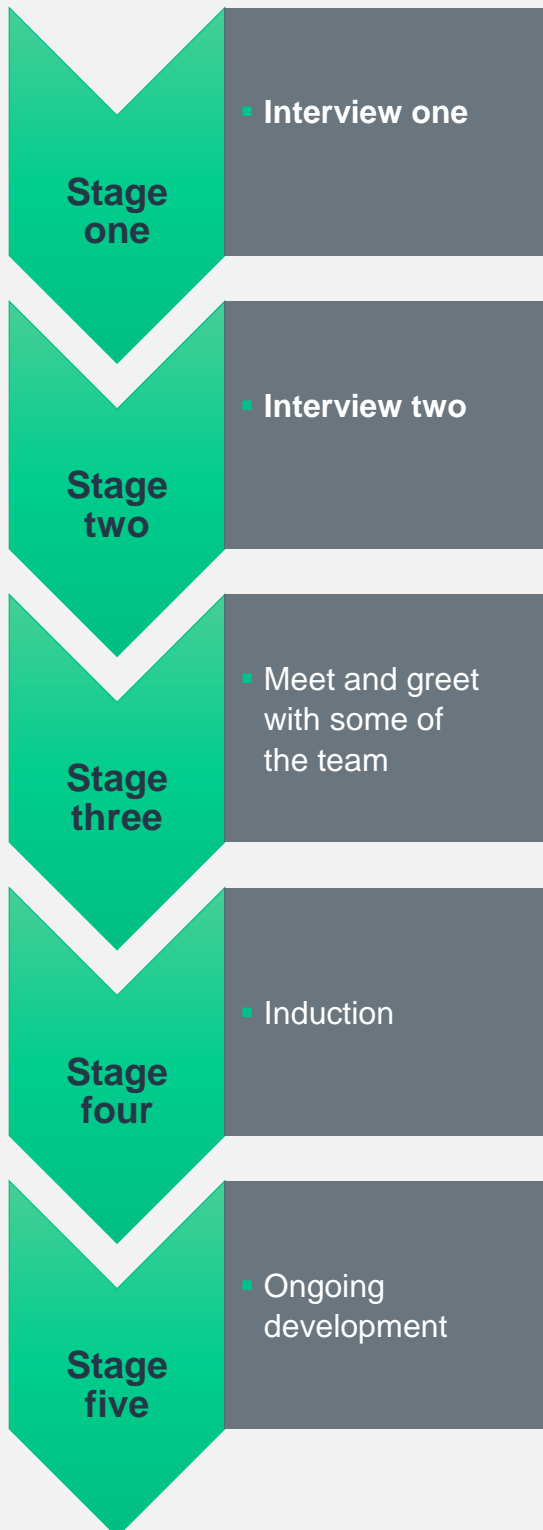
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks are:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

Your recruitment journey



Rob Fowler
Head of Talent Acquisition
+44 20 7300 4841
r.fowler@taylorwessing.com



Hannah Jackson
Senior Recruitment Manager
+44 203 077 7262
h.jackson@taylorwessing.com



Sara Gordon
Senior Talent Acquisition Manager
+44 1513355139
s.gordon@taylorwessing.com



Kendell Woods
Recruitment Advisor
+44 151 335 5192
k.woods@taylorwessing.com



Lottie Williams
Recruitment & Onboarding Advisor
+44 151 335 5191
l.williams@taylorwessing.com



Daniel Cheasley
Senior Recruitment Advisor
+44 20 7300 4965
d.cheasley@taylorwessing.com

Please contact us if you require any adjustments to your application or our recruitment process.

2000+ people
1100+ lawyers
300+ partners
29 offices
17 jurisdictions

Austria	Klagenfurt Vienna
Belgium	Brussels
China	Beijing Hong Kong Shanghai
Czech Republic	Brno Prague
France	Paris
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich
Hungary	Budapest
Netherlands	Amsterdam Eindhoven
Poland	Warsaw
Republic of Ireland	Dublin
Slovakia	Bratislava
South Korea	Seoul*
UAE	Dubai
Ukraine	Kyiv
United Kingdom	Cambridge Liverpool London London TechFocus
USA	New York Silicon Valley

* In association with DR & AJU LLC