

# Job Profile

## Data Policy Officer Service

The International Federation for the Economy for the Common Good e.V. (IF) is the umbrella organisation to support the ECG movement on a global perspective. It is a grassroots movement organised into local chapters as well as regional and national associations. The protection of personal data is a special concern of the International Federation for the IF. We therefore process the data exclusively on the basis of the legal provisions (European Data Protection Regulation (EDPR) and the respective national data protection laws. The data protection tasks and legal obligations of the IF and its partner associations require responsible supervision and competent support that can no longer be provided by volunteers alone. The IF is therefore looking for a data protection officer as an external service provider to start in June 2021 / July 2021.

### Contractor

International Federation for the Economy for the Common Good e. V., Hamburg, federation-office@ecogood.org

### Service objectives

Cover the relevant data protection risks and topics for the ECG association community in a reliable and legally secure way by implementing a data protection officer service for the International Federation and its partner associations.

#### short-term

- All data protection-relevant processes and measures have been checked, and data processing is monitored and documented.
- Responsible persons within the international organisation and its partner associations are informed and advised.

#### mid-term

- Develop further, update and implement an ECG's data protection concept
- An up-to-date data processing directory is available.

#### long-term

- Employees and members are sensitised and receive professional training.
- The liability risk is minimised, the legally compliant implementation of data protection is guaranteed.

### Tasks

The tasks according to the job profile are:

- Offer a competent, certified and reliable contact person within the international ECG organisation for data protection issues.
- Inform, train and advise the client and its employees in accordance with Art. 39 EDPR about their obligations under data protection law.

- monitor compliance with all provisions of the protection of personal data.
- Further development and implementation of data protection concepts in the organization.
- Coordinate volunteers and full-time staff and groups within the ECG movement in connection with data protection.
- Provide and guarantee an up-to-date data protection for members, visitors, contract partners, local chapters, associations and chairpersons.
- Be Contact point and, if necessary, cooperation with the supervisory authority.

### Integration in the organization

Reference Team / Committee:	ECG Management Team
ECG contact person and supervisor:	Manfred Jotter
Cooperation with:	Data Policy Board and other working groups, employees of the organisation.

### Working conditions

Contract Type:	Service Contract (employees contract also possible)
Workplace:	Hamburg and/or remote working
Obligations of the contractor:	approx. 6-8 working hours p week

### Person Description

- Familiar and skilled in dealing with German data protection law. Fluent German mandatory.
- Certified expertise in the field of data protection law and evidence of data protection practice and performance.
- Evidence of current advanced training.
- Commitment to the vision and goals of the ECG movement
- Ability to work in a non-hierarchical international team through collaborative decision-making
- Excellent inter-personal and communication skills
- Self-organisation and flexibility
- High standard of written and spoken English (other languages desirable)

To apply, send your CV and covering letter / offer to [federation@ecogood.org](mailto:federation@ecogood.org) outlining your suitability for the post. Please address each point of the person specification, giving details and examples of how your knowledge, skills, experience and achievements meet the requirements. ECG encourages applications from all backgrounds especially those that are underrepresented.

Deadline for applications: **Sat 15th May, 2021**

Interviews will be held online.