
JOB DESCRIPTION

Job Title: Data and GDPR Analyst (1LoD)

Grade: C

Department: Business Operations, CAFBank

Main purpose of job:

To assist our Data & GDPR Manager (1LoD) to mature and embed CAF Bank's data privacy programme. Offering data protection support to multiple business areas to help them meet their data protection obligations. Work with the wider Business Operations team where required.

Responsible to: Data and GDPR Manager (1LoD)

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities:

- Assist the Data & GDPR Manager with:
 - the investigation, collation, and analysis of information about data incidents working closely with the business and data protection officer (DPO)
 - enhancing the Bank's data protection culture
 - the implementation of UK data protection regulation requirements
 - any data subject rights requests
 - the creation and maintenance of data protection procedures
 - data mapping to understand what personal data is collected by the Bank, how this data is processed, managed, stored, and shared
 - the annual review of Banks data privacy programme performance against its regulatory and legislative obligations
 - recording the identified data protection risks and the controls in place to mitigate them
 - the creation and delivery of data protection training
 - the review and completion of data protection impact assessments (DPIAs)
- Support business areas with the completion of their Records of Processing Activities (ROPA) and the deletion of records in line with the businesses data retention schedule
- Support new and ongoing projects where data protection knowledge is required
- Have knowledge of CAF Bank's procedures and risk/regulatory framework to be able to identify areas of shortcoming and offering potential solutions to address problems.

- Effective written and verbal communication skills are required to communicate with all levels of staff.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: October 2025

PERSON SPECIFICATION

Job title: Data and GDPR Analyst (1LoD)

Date: April 2024

Attributes	Essential ✓	Desirable ✓	How Evidenced [†]
Experience - Experience gained in a Financial Services regulated organisation - Experience of Data Protection within a Financial Services environment - Ability to demonstrate understanding of current and new data protection regulations and how these are embedded into operations - Ability to demonstrate understanding of incidents and the reporting requirements of the Bank - Ability to demonstrate effective stakeholder management	✓ ✓ ✓ ✓	 ✓ 	A/C/T
Qualifications - Good academic background including Maths & English - Knowledge of retail banking - PC skills including MS Word, Excel, and Outlook - Ability to demonstrate industry and subject awareness, understanding to a high level	✓ ✓ ✓	 ✓ 	A/E
Training - Organisational behaviour awareness - Data Protection Compliance - Presentation skills - Project management skills - FCA, ICO, Banking industry and Financial Ombudsman Service Awareness - Customer service skills	✓ ✓ ✓ ✓	 ✓ ✓	A/E
Specialist Skills/ Ability/Knowledge - Enhanced knowledge of the Data Protection Act 2018, the UK General Data Protection Regulation and PECR - High level knowledge of the banking sector - High level knowledge of CAF Bank processes and procedures - Excellent communication both written and verbal with peers, stakeholders, internal and external relationships	✓ ✓	 ✓ ✓	A/C/T
Communication			A/C/T

• The ability to deliver clear, succinct logically structured communications both verbally and in written format • The ability to communicate subject matters in a way that can be understood by all business levels, both internally and externally • Must show the ability to handle complex queries and complaints in a calm, efficient and friendly manner • The ability to present to both small and large groups	✓ ✓ ✓	✓	
Personal Qualities • Keen wiliness to learn and develop • Forward thinking with the ability to challenge appropriately • Flexible • Organised • Ability to use own initiative • Used to and thrives in a fast-paced environment • Adaptable to change • Able to prioritise workloads	✓ ✓ ✓ ✓ ✓ ✓ ✓		A/C
Prior to Appointment All posts: • Credit Check • Sanctions Check • Basic DBS Check • Employment References • Medical Clearance • Right to Work in the UK FCA Approved Posts: • Standard DBS Check	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

✓ Tick either the *Essential* or *Desirable* column as appropriate for each attribute

† Insert the code from the key below for how you intend to assess this requirement e.g. at interview, via references etc.

Key

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment