**SOUTH DERBYSHIRE DISTRICT COUNCIL**

**JOB DESCRIPTION**

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**DIRECTORATE: Law and People**

**SERVICE: LEGAL AND DEMOCRATIC SERVICES**

**POST TITLE: INFORMATION GOVERNANCE ASSISTANT**

**GRADE: Scale 6**

**REPORTS TO: LEGAL AND DEMOCRATIC SERVICES MANAGER**

**JOB SUMMARY:**

1. To operate the Council’s Information Governance application (eCase) to log and acknowledge Freedom of Information Act (FOIA), Environmental Information Regulations (EIR), and UK GDPR/Data Protection Act 2018 (DPA), including all data subject rights requests., requests for Internal Reviews and DPA Breaches, to request the required information from the relevant Services and to send the information within the time limits set in legislation.
2. To escalate requests and responses to the Senior Information Governance Officer when applicable.
3. To undertake administrative and procedural responsibilities relating to the processing of requests under FOI, EIR, and UK GDPR/Data Protection Act 2018, including all data subject rights requests as well as DPA breaches. This includes applying redaction and exemption guidance correctly in line with legislation, maintaining accurate logs and audit trails, and contributing to IG reporting.

**MAIN DUTIES AND RESPONSIBILITIES**:

1. To support the Council’s Information Governance function by:
   1. Logging, tracking, and processing all FOI, EIR, and DPA requests, including Subject Access Requests (SARs) and other individual rights requests (e.g., erasure, rectification, objection);
   2. Ensuring all statutory deadlines are met and that requests are handled in accordance with relevant legislation and internal policy/procedure;
   3. Applying redactions and exemptions appropriately and in accordance with legal guidance;
   4. Using eCase to manage and track cases;
   5. Maintaining accurate logs to support statutory reporting and performance monitoring.
2. To proactively liaise with and chase relevant services for responses and input to ensure timely and complete responses to IG requests.
3. To support the development and delivery of awareness-raising and training activities across the organisation on IG compliance, including responding to information requests and appropriate application of exemptions.

**SPECIFIC RESPONSIBILITIES**:

1. To undertake administrative and processing tasks for all FOI, EIR, and Data Protection requests, ensuring all stages of the process are documented, exemptions are considered, legal timeframes are met, and quality assurance standards are maintained.
2. To maintain an up to date and accurate log of FOI, EIR and DPA rights requests which will inform monthly and annual statistics
3. To contribute to continuous improvement in the Council’s approach to Information Governance through data analysis, feedback from service users, and active engagement in IG initiatives.

**GENERAL**

1. To support the achievement of the Council Plan, observe Corporate Values and promote environmental sustainability.
2. Provide advice, information, and attend meetings and training as required.
3. Exercise stewardship of the highest order in relation to budgets and other resources in pursuance of the Council’s aims and objectives and in accordance with the Council’s Standing Orders and Financial Regulations, including the co-ordination, production, management and monitoring of the service’s budget and performance.
4. To adhere to and ensure the appropriate compliance with the Health & Safety Policy.
5. To support, promote and comply with the Equality, Diversity and Inclusion Strategy
6. To comply with the Employee Code of Conduct and Ethics Standards.
7. To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.
8. To undertake such other duties as may be prescribed from time to time that is commensurate with the experience of the post holder and the grading of the post.

SEPTEMBER 2025