



Brussels, the 06 March 2023

The European School of Brussels I is recruiting a:

Data Protection Officer (DPO) (M/F) Part time (50%) – Permanent contract

The EEBI is part of the European Schools system and provides education mainly to children whose parents work for the European institutions. Our school community is made up of 4,250 students of 60 different nationalities and more than 500 staff members from different countries. Pupils study in eight language sections: English, Danish, Spanish, French, German, Hungarian, Italian and Polish. Installed on a spacious and green campus in the south of Brussels, our School offers innovative teaching programs that enable exceptional academic results to be obtained. More information about the European Schools in general is available at <https://www.eursc.eu/en>

JOB DESCRIPTION AND MAIN TASKS

Under the hierarchical authority of the Deputy Director of Finance and Administration the Data Protection Officer will be entrusted with the following tasks:

- Advise the management on data protection issues;
- Ensure and monitor compliance with the requirements of Regulation (EU) 2016/679 – General Data Protection Regulation (GDPR);
- Anticipate the definition and implementation of the personal data security policy, to ensure the application of this policy as well as its control;
- Set up, perform or have performed risk analyzes for the security of personal data and strengthen the security controls related to use;
- Continuous review of all data processing operations via the keeping of the Register of the School' Personal Data Processing Activities, in coordination with the DPO of the General Secretariat;
- Validate the changes that occur in terms of procedures and documentation in order to certify compliance with the personal data protection policy (management, among other things, of the data protection of forms and surveys sent by the School);
- Raising awareness and training seconded and locally recruited staff (teaching and administrative);
- Raising students' awareness and prevention regarding data protection and cyber-harassment;
- Develop a school personal data protection policy and a code of conduct;
- Participation in the management of personal and educational files (creation, management, digitization, archiving, destruction);
- Liaise with the APEEE and other external partners to ensure compliance with the GDPR;
- Liaise with the IT department to ensure maximum security of IT systems;
- Liaise with the DPO of the General Secretariat to ensure a uniform personal data protection policy in the European Schools;
- File management during data leaks and breaches of GDPR;

- Issue legal opinions on disputes or current affairs of the School at the request of the Management;
- Any other ad hoc task useful to the service when Management deems it necessary and appropriate.

REQUIRED PROFILE

- At least a Master in Law, preferably related to Data protection;
- Have at least 2 years' experience in a similar position;
- Thorough knowledge of General Data Protection Regulations;
- Excellent command of ICT;
- Organizational flexibility, proactivity and autonomous;
- Ability to organise and deliver training to a varied audience;
- An ability to adapt to a demanding multilingual public and excellent interpersonal skills;
- Compliance with internal procedures, instructions and standards in force;
- An excellent command of French and good knowledge of English; any other European language is an asset.

WE OFFER

- A permanent contract subject to Belgian legislation in its social and fiscal provisions and according to the [Regulations of the Administrative and Ancillary Staff](#) (AAS);
- Starting date: as soon as possible;
- Work pattern of 18h45 per week;
- A gross monthly salary: at least 3.231,78 euros for a part-time - 50% (depending on experience);
- A multicultural and stimulating work environment;
- A varied job with many contacts.

To apply, please send the following documents before April, 2nd 2023 at 11:59 p.m. (in PDF format) to UCC-RECRUITMENT@eursc.eu under the reference " **DPO + surname + name**":

- CV (Europass format);
- Cover letter;
- Copies of certificates/diplomas.

Please also complete the following form: [Data Protection Officer](#)

Please note that only applicants who have completed all of the above steps and applied before the deadline will be considered eligible.

Candidates who have not received a response by the 31st of May 2023 may consider that their application has not been accepted. Candidates invited to the interview will be contacted by email or telephone.

The successful candidate will have to provide a certificate of good moral contact and character (Model 2 – to access an activity that falls within the scope of education in Belgium or any other similar document for another country of origin) before entering service.

Please consult our Privacy Statement to know how our policy regarding the processing of personal data in the scope of recruitment:

<https://www.eeb1.com/app/uploads/2018/12/2018-03-D-23-en-3.pdf>