



The European School Bergen (NL) is a 4-19 school in the town of Bergen Noord-Holland, and it is one of the 13 Type 1 European Schools in Europe which offer a European education leading to the final European Baccalaureate certificate. The European Schools have their own curriculum which is the same in all the language sections.

Job offer:

The European School Bergen is looking for a

Data Protection Officer (DPO) (m/f) – 0,2 fte, or 7 hours 20 minutes

(job reference number 2021.17)

Job description:

- Act as the primary point of contact within the school for staff, parents and students, as well as regulators, and any relevant public bodies on issues related to data protection
- Ensure the school's policy is in accordance with General Data Protection Regulation (GDPR) and the Dutch regulatory framework, codes of practice
- Ongoing review of the risk assessment of the school's existing data protection framework (via auditing practices) and identify areas of non or partial compliance. Determine appropriate mitigation actions requiring management action.
- Perform a regulatory watch so as to ensure ongoing compliance of the school's data protection framework
- Draft policies and procedures in consultation with the school community
- Organise training plans and provide data protection advice and support for the school community
- Inform and advise the Data Controller or Data Processor on all matters related to data protection
- Promote a culture of data protection compliance across all units of the organization
- Obtain a CIPP/E certification within the first year of recruitment, regularly receive further training afterwards (mainly through self-study)
- Maintain the school's register of personal data processing activities, in coordination with the DPO of the Office of the Secretary General of the European Schools, perform data protection impact analyses where needed,
- Be the correspondent for the Data Protection Officer and liaise with the Data Protection Officer of the Office of the Secretary General to ensure a uniform data protection policy in the European Schools.
- Be an active member of the Network of Data Protection Officers of the European Schools and cooperate with the other Data Protection Officers of the European Schools' system

Profile:

- At least a bachelor's degree
- Affinity with legal topics, in particular with data protection;
- Experience in technological developments (IT systems where personal data is stored), auditing practices, legal and compliance, or related activities
- Demonstrated experience with data protection, preferably in a similar position
- Good knowledge of Regulation (EU) 2016/679 (GDPR)
- Sense of initiative and responsibility
- Good judgment
- Project management skills, organised and methodical
- Ability to manage sensitive and confidential information
- To be able to organize and provide training for the different target groups;
- Excellent knowledge of Dutch (C2-level), and another European working language, both written and oral

Conditions:

For information on the conditions of service and salary click the following link :

<https://www.eursc.eu/BasicTexts/2007-D-153-en-10.pdf>

An offer of employment is subject to the production of a recent Certificate of Good Conduct/disclosure certificate. More information about this will be given if you are selected for interview.

Information:

The starting date for the job is 1 January 2021.

We offer a part-time contract (7 hours 20 per week, or 0.2 full-time equivalent) for the duration of 6 months with the possibility of extension (annual contract, followed by permanent employment)

For more information about the vacancy please contact the deputy director for finance and administration, Mr Nicolas Gerard : BER-deputy-director-finance-and-administration@eursc.eu

Further information about the European School system, visit www.eursc.eu

We wish to make you aware of the decision of the Dutch Ministry of Education (OCW) to seek approval to relocate the school within the next 5-7 years, although the proposed location is not yet known. Your signature on any official school enrolment or contractual document indicates your knowledge and acceptance that the school may move from its present site in the medium to long term.

Data protection:

Details concerning the processing of your personal data are available in the [privacy statement for recruitment](#).

Application Procedure:

- Your letter of application, Europass CV, relevant diplomas and details of one referee (including email address) must be submitted only electronically and in pdf-format to **BER-info@eursc.eu**.
- The **job reference number** (2021.17) and **your name** should be the subject of the email.
- Applications for this vacancy close at **09:00 on Monday 13th December 2021**.