



QuestGates Careers and Vacancies

JOB TITLE: Data Protection Administrator

DIVISION: Central

OFFICE: Bolton or Birmingham office – Remote / Hybrid working available

We are looking to recruit a highly motivated and detail-oriented Data Protection Administrator within our Central Division. The ideal candidate will play a critical role in ensuring our organisation adheres to all data protection laws and best practices.

The role involves supporting the implementation and monitoring of data protection policies and procedures in line with the General Data Protection Regulation (GDPR), the UK Data Protection Act, and other relevant legislation. You will work closely with various departments to maintain compliance and mitigate data risks.

To be successful in the role you will need to demonstrate a commitment to innovation and a determination to provide a market leading service and product on behalf of QuestGates.

Key Skills:

- Knowledge of data protection laws, including GDPR, the UK Data Protection Act, and related regulations
- Knowledge of data subject rights and how to manage requests effectively
- Excellent communication skills, both oral and written
- High degree of IT competency and literacy, including the use of Microsoft Office Suite
- High level of attention to detail and organisational skills
- Demonstrate personal and professional integrity and lead by example
- Ability to work and contribute positively as part of a team and in isolation
- Ability to work accurately under pressure, adhering to deadlines and service standards
- Experience in data protection, privacy management, or information governance roles
- Experience with conducting Data Protection Impact Assessments (DPIAs)
- Strong analytical and problem-solving skills
- Knowledge of risk management and incident response processes – *Desirable*
- Previous experience in a similar role in a regulated industry (e.g., finance, healthcare) – *Desirable*
- A relevant certification such as CIPP/E (Certified Information Privacy Professional Europe), CIPM (Certified Information Privacy Manager), or similar – *Desirable*



The role involves:

- To demonstrate a high level of technical quality and service delivery
- To provide exceptional customer service at all times
- To participate positively and constructively as a team member, sharing knowledge and providing feedback and suggestions
- To monitor and triage data protection queries via email and telephone
- To manage and record data protection incidents and data subject rights requests
- To complete data searches and responses
- To coordinate in larger scale data searches and responses across departments
- To maintain accurate records
- To provide administrative support to the Data Protection team
- To apply data protection regulations and internal policies to ensure compliance
- To participate in training and continuous professional development
- To promote and support the TCF principles
- To ensure adherence to contractual/Client SLA's and KPI's
- To be accountable for the satisfactory resolution of any issues

The Package:

- Competitive salary
- Enhanced contributory pension
- Performance related bonus
- Flexible benefits
- Enhanced family leave
- Electric car scheme
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans



Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility to work from home /office.

Closing Date for Applications:

Close of business on Friday 14th November 2025.

Contact details:

If you would like further information about this vacancy or wish to apply, please email recruitment@questgates.co.uk by the closing date.