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# Example of Data Privacy Job Description

Our growing company is hiring for a data privacy. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for data privacy

* Support for the Group Company Secretary in carrying out all the responsibilities of the Group Data Protection Officer
* Provision of a Group data protection “centre of excellence”
* Development and management of the Group’s data protection framework, particularly to ensure compliance with the EU’s General Data Protection Regulation
* Providing data protection training within the Group
* Conduct Data Protection activities / projects, eventually coordinating more junior resource(s)
* Providing consultancy to formal projects and business area queries
* Engaging with stakeholders across the organisation
* Maintaining and reviewing fair processing notices
* Reviewing guidance published by the Information Commissioners Office (ICO) and identifying actions as necessary
* Supporting security incidents and providing advice as necessary

## Qualifications for data privacy

* Understanding of how strategic business requirements align with privacy and security requirements
* Manage in autonomy a complete and updated list of data files controlled by Swiss companies and ensure that access to the Federal Data Protection and Information Commissioner (FDPC) and data subjects is granted
* Perform assessment of local projects including Privacy Impact Assessment (PIA) and project reviews
* English and German - other local languages (French, Italian) is a plus
* Minimum of 3 years experiences in law firm or legal department, privacy, information security or compliance department
* 10 years directly related experience must include 7 years leading people