Our company is growing rapidly and is looking to fill the role of privacy analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for privacy analyst

- Assists in the development of departmental work instructions the training for auditing activities
- Reviews privacy practices and conducts periodic internal compliance audits and as required audits of sub-contractors and vendors to assure compliance with contract requirements and Business Associate Agreements
- Manages the collection, analysis and reporting of privacy program data and metrics for continuous process improvement
- Develops privacy training and improvement materials and conducts training regarding privacy and quality awareness
- Responsible for working with the Quality Director and/or the corporate Privacy Official Office to develop and disseminate all required notifications of suspected or actual breach of protection of protected health information or personally identifiable information
- Reviews potential breaches of privacy information
- Development and review of departmental work instructions the training for auditing activities
- Reviews and approves prepared data in support of regularly scheduled meetings
- Rapid data analysis to address incidents and remediate breaches in close partnership with Information security, Law department, HR, and other functional departments
- Ensuring confirmed breach notifications are sent to appropriate parities in compliance with designated deadlines

- Bachelor's Degree in Business, Management Information Systems, Accounting Information Systems, J.D., OR related discipline degree from an accredited college or university or equivalent experience
- 5 years experience in data governance, data/information privacy or privacy compliance
- Proven ability to follow through, meet deadlines, anticipate requirements, and build relationships
- Proven ability to collaborate in a team environment with minimal supervision
- Demonstrated ability to translate requirements and practically apply them to research operations
- Expert level use of computer applications including Microsoft Excel, PowerPoint, Word, Visio, and Adobe Professional