

# Example of Privacy Analyst Job Description

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Our company is looking for a privacy analyst. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for privacy analyst

- Global, company-wide assessment and tracking of all personal data processing activities within Ariba products and services sub-processors and implementation of required changes
- Partner with the Security Operations team to investigate and report inappropriate access and disclosure of personal information
- Performs other duties as assigned by Privacy Manager or Director of Corporate Compliance & Integrity
- Serves as a confidential point of contact for employees to communicate with management, obtain advice, or report compliance violations
- Responds to daily questions and concerns relating to general privacy and compliance including patient issues
- Serves as a liaison with agency representatives during the vendor disclosure process and follows-up as necessary
- Provide support to the Conflicts of Interest Team during the Annual Disclosure Process, including answering questions and guiding individuals through the disclosure process
- Manages the breach notification process under the direction of the Privacy Manager, any internal/external call teams set up to address breaches, patient questions and complaints
- Conducts investigations into exceptions identified in the Epic Break the Glass and Friends & Family Audits in collaboration with Internal Audit
- Prepares draft management reports regarding compliance investigations and

## Qualifications for privacy analyst

- Experience with common information security management frameworks, such as International Organization for Standardization (ISO) 2700x, ITIL, CSC20, COBIT and National Institute of Standards and Technology (NIST) frameworks
- Broad technical understanding of data management platforms (e.g., IBM DB2, Oracle, Microsoft SQL Server, ) and associated data security controls
- Familiar with assessing Data protection and privacy contract terms
- Expert understanding of data classification, data protection, and data retention standards and practices
- Familiarity with common enterprise, web, and mobile application technologies
- Familiarity with developing privacy and information security training programs