



Example of Privacy Compliance Job Description

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Our innovative and growing company is looking for a privacy compliance. 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 compliance

- Perform privacy risk assessments and coordinate monitoring with other compliance and control functions
- Raise awareness of privacy requirements across the organization, including training employees and appropriate third parties
- Establish and administer a process for receiving, investigating and taking action on privacy-related complaints
- Monitor advancements in privacy technologies to ensure organizational adaptation and continuous compliance
- Liaise with and leverage a world class Information Security organization to ensure appropriate technical safeguards are applied to personal data
- Lead and/or support privacy assessment tools and frameworks such as operational risk assessments, privacy impact assessments, and compliance risk assessments
- Lead and/or support privacy engagement with Sourcing and vendor management
- Maintain current knowledge of applicable laws and standards regarding privacy, and perform complex analysis and research, with a focus on impact assessments under regulatory change management
- Assess and propose architecture security, privacy and compliance measures (effectiveness, appropriateness and costs) together with the responsible system, network and application specialists, software development, design and operations teams

Qualifications for privacy compliance

- CIPP (Certified Information Privacy Professional) accreditation a plus but not required
- Must be comfortable taking the initiative and working across multiple business lines and jurisdictions
- Preferred to have 5+ years of business experience, privacy education, Certified Information Privacy Professional (CIPP) certification, and/or Financial Services Regulatory experience
- Excellent skills in verbal and written communications, presentations, and research
- Experience managing program and project budgets
- Experience interacting with legal, compliance, information technology and audit departments