



## Example of Privacy Compliance Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

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

- Administers the compliance program in coordination with PDC leadership to ensure that all areas of the PDC are in compliance with applicable regulations, payer requirements and PDC policies and procedures
- Develops a strategic and comprehensive Compliance Program that defines, develops, maintains and implements policies and procedures that enable consistent, effective compliance practices that minimize risk and ensure compliance
- Keeps management, PDC Compliance Committee members and the PDC Board informed on compliance activities and changes in regulations impacting the PDC including the performance of regular (annual) risk assessments, including OIG's annual compliance guidance priorities
- Implements, reviews and approves all compliance policies, procedures and standards in coordination with DUHS and SOM Compliance offices and PDC legal counsel
- Partner with functional areas, such as Legal, HR, IT Security to ensure Privacy regulatory and corporate requirements are met in Mexico
- Develop and maintain an effective, trusted, day - to - day working relationship with Quest leaders, including the Chief Compliance Officer, Chief Privacy Officer, Chief Information Security Officer, General Counsel and others
- Ensure that Optum360 staff responds promptly to privacy, data security and compliance issues related to Quest
- Coordinate joint compliance, privacy and data security efforts between Optum360 and Quest

Optum360 operations for Quest

- Work effectively with Quest to address compliance, privacy and data security issues

### Qualifications for privacy compliance

- Bachelor's Degree or a combination of equivalent education and experience
- Demonstrated experience in major project management and privacy risk assessment
- An understanding of privacy and data protection laws is required
- Up to 20% of domestic travel is required
- Experience working with R&D or Clinical Trials is preferredHealth Care Compliance
- Strong analytical and problem solving skills, with the ability to interpret complex compliance and legal concepts