



Example of Privacy Compliance Job Description

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Our innovative and growing company is hiring for a privacy compliance. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for privacy compliance

- Establish and implement Compliance Programs for Optum360 departments working with the client organization
- Coordinate with the client and Optum360 operational leadership teams to design controls and implement appropriate controls
- Audit, or facilitate audits by others, of internal Optum360 systems to assure compliance
- Maintain current information on applicable regulatory requirements for Optum360 revenue cycle management activities for Quest
- Review and evaluate reports on compliance and, working with management and the client, develop appropriate remediation plans
- Initiate periodic audits of accounts held by outside vendors
- Assume a lead role for innovation, knowledge sharing and leading practices identification within the client organization and among peer group
- Other duties consistent with the support of the client
- Coordinate and manage the ongoing implementation of the Privacy Risk Management program to ensure ongoing compliance of the Divisions with the Global Privacy Risk Management policy and make recommendations for updates to the Canadian Privacy Risk Management Program and Global Privacy Risk Management Program
- Provide leadership to the Business Unit Privacy Officers

Qualifications for privacy compliance

- Good knowledge of Canadian financial service regulatory frameworks and Canadian privacy legislation
- Experience in investigation and reporting of compliance, privacy and/or security issues and incidents
- Influencing skills -- ability to manage multiple initiatives and shifting deadlines, especially with stakeholders over whom you have no direct authority
- Post-graduate university degree in IT/CS or equivalent experience
- Excellent knowledge in Network, System and Data Security
- Excellent knowledge in Privacy