Data Privacy Analyst

Compliance Department

Summary:
A key member of the Data Privacy Department, the Data Privacy Analyst will understand, document and manage activities relating to data flows, processing activities, risk identification along with other data protection practices across the firm.

Apply

Qualifications:

- At least 4 years data protection experience.
- Strong data protection analysis capability.
- Experienced in compiling records of processing activity and data maps.
- Robust understanding and practical application of GDPR.
- Basic knowledge of PIPA, PIPL, POPIA would be advantageous.
- Ability to collaborate with, and influence stakeholders.
- Experience working with IT, engineering and Information Security.
- Experience at successfully managing multiple work streams at the same time.
- Has excellent attention to detail.
- Strong data protection analysis capability.
- Has excellent attention to detail.
- Presentation skills.

Duties and Responsibilities:

- Understand and map processing activities across all global offices, to include but not limited to ways of working, platforms, systems, application, data transfers.
- Review, recommend and document appropriate legal basis for processing, conducting legitimate interest balancing and purpose limitation tests.
- Provide information from mapping activities to privacy and collection notices, applicable in all jurisdiction the firm operates in.
- Assist in the identification of data protection risk and suggest mitigations and work with departments in realizing mitigations.
- Ownership and management of applications and processes for the maintenance of conducted activities.
- Collate information necessary to respond to rights requests.
- Develop partnership with professional departments to enable proactive delivery of their business plans with a privacy by design approach.
- Support departments with their compliance.
- Analyze and map laws where required.
- Creation and updating of internal policies and procedures.
- Collaborate with IT, Records Management, Security and professional departments in support of the program objectives and compliance.
- Instrumental in the continuation of the firms ISO27701 certification.
- Deliver training.
- Involvement in vendor risk management.
- Assist in other data protection and information governance activities as required.

- Involved in shaping the direction of the program.
- Perform other duties as assigned by Firm management.
- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt
Reports To: Data Protection Officer
Workplace Type: Remote (DC preferred)
Salary range is $61,000 – $98,000 dependent on experience level and varies based on geography/candidate location.

Candidates hired for staff positions with a minimum work schedule of 30 hours per week are eligible for a comprehensive benefits package, including healthcare insurance. Learn more about benefits at Covington.

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