

Data Protection Specialist

Data Protection Department

Objective: A key member of the Data Protection Department, the Data Protection Specialist will understand, document, and manage activities relating to data flows, processing activities, risk identification along with other data protection practices across the Firm.

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Qualifications:

Experience

- Demonstrated 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.
- Presentation skills.
- Excellent attention to detail.

Education

- BCS Data Protection Practitioner or ISEB preferred.
- Other data protection and privacy qualifications are considered, at least one is required.

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.
- Analyse 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 Firm's ISO27701 certification.
- Deliver training.
- Involvement in vendor risk management.
- Assist in other data protection and information governance activities as required.

Duties and Responsibilities (continued):

- Involved in shaping the direction of the program.

Note: As with all positions, the Data Protection Specialist will be required to perform other duties as deemed necessary and assigned by the DPO or Firm Management.

Status: Exempt

Reports To: Data Protection Officer

Workplace Type: Hybrid

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