

# Data Privacy and Governance Manager

## Compliance Department

### Summary:

A key member of the Data Privacy Team and integral to the Information Governance work, this role will support the development, implementation and compliance of the privacy and information governance programs.

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### Qualifications:

- At least 5 years proven experience in the development and implementation of a comprehensive privacy and information governance programs.
- Experience working at this level previously.
- Working familiarity with controls relevant to NIST 800-171.
- Ability to collaborate with cross-functional teams and influence stakeholders.
- Familiar with data governance tools and technologies.
- Good stakeholder management.
- Experience managing projects.
- Experience working with the OneTrust platform advantageous.
- Skills & Education:
  - Bachelor's Degree required. Masters in an information management discipline preferred.

### Duties and Responsibilities:

- Participate in the development and upkeep of firm wide information governance and privacy programs as driven by firm, industry, legal and regulatory requirements.
- Collaboration with cross functional teams, confirming and formalizing privacy and information governance practices, driving a culture of understanding and compliance across the firm.
- Advise on the handling of, and controls relating to CUI in accordance with regulatory requirements and NIST 800-171.
- Identify, and monitor compliance activities relating to all aspects of the privacy and information lifecycle.
- Assist in the identification and mitigation of risk related to personal data.
- Deliver training.
- Ensure practices and activities are consistent with legal and regulatory requirements.
- Reporting on status, actions, compliance.
- Collaborate with cross-functional departments on the choice and implementation of technologies in support of the program objectives.
- 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

Salary range is \$104,000- \$172,000.

## Qualifications (Continued):

- Data privacy qualification desirable, e.g. CIPP/US.
  - Robust understanding of US laws and regulations as they relate to data – CUI, HIPAA, HITECH, ITAR, CCPA.
  - Good understanding of GDPR.
  - Understanding of PIPA, PIPL, POPIA is advantageous.
  - As with all positions, the Data Governance Manager will be required to perform other duties as deemed necessary and assigned by the DPO or Firm Management.
- Position requires access to equipment, software, or technology that is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., “Green Card” holder); or (c) an INS-approved refugee or asylum holder who has applied for naturalization within six months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application to be granted access pursuant to US Export Control laws. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

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