

ROLE REFERENCE SHEET

Privacy Analyst

Privacy Analyst · Privacy Operations And Assessments

[Company] is hiring a Privacy Analyst to help operate and improve our privacy program. The analyst will support privacy assessments, data inventories, individual-rights requests, vendor reviews, incident response and compliance reporting across [jurisdictions, business units or products].

WHAT THE ROLE OWNS

- Conduct or support privacy impact assessments and data protection impact assessments.
- Maintain data inventories, records of processing and data-flow documentation.
- Coordinate access, deletion, correction, opt-out and other individual-rights requests.
- Support privacy reviews of vendors, contracts, products and new data uses.
- Track privacy issues, incidents, remediation actions and control evidence.
- Research regulatory requirements and prepare concise internal guidance.

FRAMEWORKS

- GDPR
- CCPA / CPRA
- HIPAA
- ISO/IEC 27701

TYPICAL CERTS

- CIPP
- CIPM

1–4 yrs

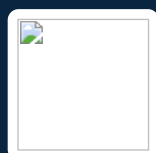
Relevant experience

Entry point

Into privacy

No JD

Law degree not required


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