

JOB DESCRIPTION TEMPLATE

# Privacy Counsel

is hiring Privacy Counsel to advise on the collection, use, sharing, retention and protection of personal information across . The attorney will provide practical legal guidance on .

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|------------------------|---------------------------------------------------------------------|
| <b>Department</b>      | Legal                                                               |
| <b>Reports to</b>      | Chief Privacy Officer / General Counsel / Assistant General Counsel |
| <b>Location</b>        | Remote / Hybrid / On-site and location                              |
| <b>Employment type</b> | Full-time                                                           |

## POSITION OVERVIEW

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the organization is hiring Privacy Counsel to advise on the collection, use, sharing, retention and protection of personal information across the organization. The attorney will provide practical legal guidance on the organization.

Working with Product, Engineering, Security, Data, Marketing, HR, Procurement and Privacy Operations, you will help the organization make informed decisions, structure appropriate safeguards and respond effectively when risk materializes.

## KEY RESPONSIBILITIES

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- Interpret privacy and related laws applicable to .
- Advise product and business teams on new features, data uses and AI systems.
- Draft and negotiate data-processing, data-sharing and transfer terms.
- Provide legal advice for privacy assessments and high-risk processing.
- Advise on incidents, notification obligations and regulatory strategy.
- Respond to regulator inquiries, complaints, investigations and disputes.
- Monitor legal change and translate it into prioritized business actions.
- Develop policies, notices, contract language and internal guidance.
- Coordinate with outside counsel and local counsel where needed.
- Support training for legal, privacy and business teams.

## REQUIRED QUALIFICATIONS

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- JD or equivalent legal qualification.
- Active admission and good standing in , or eligibility for applicable in-house registration.
- years of relevant legal experience in privacy, technology transactions, cybersecurity, consumer law, product counseling, regulatory work or a related field.
- Strong legal analysis, drafting, negotiation and communication skills.
- Ability to give clear, risk-based advice using incomplete or evolving facts.

## PREFERRED CERTIFICATIONS

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Dedicated privacy counseling experience in [industry or region].; CIPP/[US, E or other relevant concentration].; CIPM, CIPT or AIGP where relevant to the portfolio.; Experience with incidents, regulatory inquiries, ad technology, biometrics, children's data or AI.; In-house experience working directly with product and engineering teams.

## TECHNICAL KNOWLEDGE

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GDPR, CCPA / CPRA, HIPAA, EU AI Act, privacy impact assessments, data mapping, records of processing.

## ESSENTIAL COMPETENCIES

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Analysis, documentation, judgment, cross-functional collaboration, and clear communication of privacy risk.

## SUCCESS IN THE FIRST YEAR

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- Business partners receive timely, clear and actionable legal advice.
- High-risk launches and contracts reflect documented privacy decisions.

- Regulatory changes are translated into owned implementation plans.
- Incident and inquiry response is coordinated, defensible and well documented.
- Legal guidance supports innovation while identifying unacceptable risk.

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