



JOB DESCRIPTION TEMPLATE

Privacy Counsel

The organization's legal advisor on privacy and data protection, guiding how personal data is collected, used, shared, and protected in line with the law.

Department	Legal / Privacy & Data Protection
Reports to	General Counsel / Chief Privacy Officer / Deputy General Counsel
Location	Remote / Hybrid / On-site
Employment type	Full-time
Experience	5 to 8+ years

POSITION OVERVIEW

The Privacy Counsel provides legal advice on privacy and data protection for the organization, advising the business on how personal data may be collected, used, shared, transferred, and protected in line with applicable law. This attorney role sits at the intersection of legal, privacy, security, and product.

The Privacy Counsel interprets laws such as the GDPR, CCPA and CPRA, HIPAA where applicable, and emerging AI regulation, drafts and negotiates data-related contract terms, supports privacy impact assessments, and advises on new products and technologies. As AI and automated decisions use personal data, this role advises on the privacy and data protection questions they raise.

This is a legal role for a licensed attorney with strong privacy expertise and the judgment to give practical advice in a fast-moving regulatory environment.

KEY RESPONSIBILITIES

PRIVACY LEGAL ADVICE

- Advise the business on privacy and data protection law.
- Interpret privacy obligations for new products and initiatives.
- Provide guidance on data collection, use, sharing, and transfers.
- Advise on privacy questions raised by AI and automated decisions.

REGULATORY INTERPRETATION

Translate a complex and changing legal landscape into practical guidance:

- Track and interpret GDPR, CCPA and CPRA, and other privacy laws.
- Advise on HIPAA and sector-specific requirements where applicable.
- Monitor emerging AI and data regulation such as the EU AI Act.
- Assess the legal impact of regulatory change on the business.

CONTRACTS AND TRANSACTIONS

- Draft and negotiate data processing and privacy terms.
- Review vendor, partner, and customer data agreements.
- Advise on cross-border data transfer mechanisms.
- Support privacy aspects of transactions and diligence.

ASSESSMENTS AND PROGRAM SUPPORT

Support privacy impact and data protection assessments, advise on data subject rights and breach obligations, and help maintain records of processing and privacy documentation.

AI AND EMERGING TECHNOLOGY

Advise on the privacy and data protection implications of AI and automated decision systems, including the use of personal data to train and run models, and support responsible AI review.

INCIDENT AND REGULATOR RESPONSE

Advise on privacy incidents and breach notification obligations, and support responses to regulators, data subject inquiries, and privacy-related disputes.

REQUIRED QUALIFICATIONS

- Juris Doctor (JD) and active admission to at least one U.S. state bar in good standing.
- 5 to 8+ years of legal experience, with substantial focus on privacy and data protection.

- Strong knowledge of GDPR, CCPA and CPRA, and other privacy laws.
- Experience drafting and negotiating data processing and privacy terms.
- Experience advising on privacy impact assessments and breach response.
- Excellent legal analysis, drafting, and communication skills.

PREFERRED CERTIFICATIONS

One or more of: CIPP/US, CIPP/E, CIPM, CIPT, alongside active bar admission.

TECHNICAL KNOWLEDGE

Privacy law and data protection, GDPR, CCPA and CPRA, HIPAA, cross-border data transfers, data processing agreements, privacy impact assessments, data subject rights, breach notification, and the privacy and data protection dimensions of AI and automated decisions.

ESSENTIAL COMPETENCIES

Legal judgment, regulatory interpretation, contract negotiation, clear counsel to business leaders, risk-based advice, and the ability to translate complex law into practical guidance.

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