

ROLE REFERENCE SHEET

Privacy Operations Specialist

Privacy Operations Specialist · Privacy Program Operations And Workflow

[Company] is hiring a Privacy Operations Specialist to run and improve the day-to-day processes that support our privacy program. You will coordinate [individual-rights requests, privacy assessments, processing records, vendor reviews, incidents and privacy tooling] while maintaining clear deadlines, documentation and escalation.

WHAT THE ROLE OWNS

- Manage privacy intake and route matters to the correct owner.
- Coordinate data-subject or consumer-rights requests from verification through response.
- Administer privacy assessment workflows and gather required information.
- Maintain data inventories, records of processing and supporting evidence.
- Coordinate vendor privacy intake and follow-up.
- Maintain procedures, service levels, templates and knowledge resources.

FRAMEWORKS

- GDPR
- CCPA / CPRA
- ISO/IEC 27701

TYPICAL CERTS

- CIPM
- CIPP

2–5 yrs

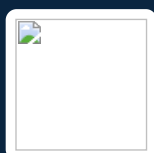
Operations experience

Program ops

Intake & workflow

Cross-functional

Legal, Security, Product

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