



**Human
Resources
Professionals
Association**

About the Human Resources Professionals Association (HRPA)

The Human Resources Professionals Association (HRPA) is a regulatory association in Ontario with over 23,000 registrants. Promoting and protecting the public interest by regulating the practice, competence and professional conduct of registrants is our paramount interest. HRPA plays an important role in elevating and maintaining the standards and protecting the welfare and interests of the human resources profession.

The Opportunity: Privacy Specialist

The Privacy Specialist will report to the Manager, Corporate Affairs (who also serves as the Privacy Officer and who reports into the Chief Privacy Officer (CPO)). As an integral part of the Privacy Office, the Privacy Specialist is responsible for assessing privacy risk and for developing tools, procedures, processes, and controls to assist the first line of defense with the implementation of privacy risk management, including the assessment of vulnerabilities through oversight testing and assisting with creating management reports.

The Privacy Specialist is also responsible for supporting all activities within the Privacy Office, with emphasis on providing timely and appropriate advice to all departments, development and oversight of risk assessment metrics, and supporting the management of a framework of privacy controls and standards.

Responsibilities:

Privacy Operations, including: Policies, Procedures, Risk Assessments, Compliance, Monitors, Oversight Audit:

- Provides day-to-day advice, guidance, and support to the business units to drive regulatory/compliance requirements and assist in implementing compliance initiatives to help manage regulatory risk
- Establishes and designs enterprise privacy controls to demonstrate compliance with privacy laws
- Develops processes for handling privacy incidents, privacy complaints and corrections, access requests, data erasure requests where applicable
- Formalizes and implements privacy controls needed to address privacy risk and meet privacy compliance obligations
- Coordinates with appropriate stakeholders for changes and amendments to privacy related policies
- Maintains and updates privacy policies, and maintains related supporting privacy procedures and other operational documents
- Identifies, reviews, challenges, and recommends privacy controls to build into business processes and programs through the PIAs, and third-party risk assessments
- Oversees remediation of privacy risks and problems
- Conducts privacy testing, identifies issues and escalates results and identifies issues



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- Participates in the PIA process and updates privacy-related policies, procedures, standards, ensuring appropriate coordination with stakeholders
- Works closely with business units to monitor and evaluate the level of compliance and effectiveness of privacy program
- Follows up on privacy incidents and issues, participates in investigations and root-cause analyses, coordinates with internal partners as necessary to resolve issues, drafts reports of findings for the Privacy Officer and CPO

Governance and Contract Management:

- Manage the contract management portal for all contracts and agreements on behalf of the Association including screening and uploading the contracts with the appropriate management notifications, and staying up to date on changes with the portal
- Creation of Terms of References for privacy governance forums and preparing materials and minutes resulting from committee meetings
- Participates and collaborates with internal stakeholders who are accountable for demonstrating compliance with privacy

Privacy Culture:

- Supports the creation of a privacy compliant culture
- Monitors new or changing legislative requirements and technological developments to support regulatory change implementation
- Conducts impact assessments for privacy legislative changes received through the regulatory and market watch program
- Researches and seeks out information on trends, standards, and best practices
- Develops standards to address emerging privacy trends such as the ethical use of data, guidelines for de-identification, use of biometrics
- Is a champion within HRPA for privacy and leads the delivery of enterprise and role specific privacy training
- Provides input into privacy related communications content

Metrics & Reporting:

- Analyzes and reports on privacy risks, compliance adherence and escalates concerns or issues as required
- Assesses and reports on how HRPA complies with Privacy regulatory requirements
- Assesses and reports on compliance within HRPA and with third parties
- Assesses, and reports on the efficacy of the Privacy Program, using indicators and other metrics
- Provides data input for executive and Board reports



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Qualities:

- Demonstrates solid alignment to HRPAs core values: Respect, Integrity, Transparency, Accountability and Ethics
- Practical and relevant understanding of privacy law and regulation as it applies to HRPAs
- Well-developed organizational and business awareness and ability to deal with all levels of staff within HRPAs and stakeholders
- Ability to remain composed, calm and decisive when handling difficult or sensitive matters
- Excellent verbal and written communication skills, including public speaking/presentation skills
- Strong problem solver with well-developed critical thinking skills
- Ability to effectively manage own workload and work independently with little supervision
- Displays tact and integrity when handling sensitive information

Experience \ Skills:

- Background in privacy, Compliance, Audit, or Operational Risk functions preferable
- At least 2-4 years of working for a mid-size to large corporation in a compliance, audit, or privacy function

Education, certification, designations required:

- Degree or diploma in computer science, privacy, business, technology, data analytics or law or a related field
- Certification or designation in a related field is preferred (project management, privacy, information security, etc.) Examples of suitable standard certifications include: CIPM, CIPP/E, CHPS, CIPM, CIPP, CISSP, CISA, CISM, ISSMP, ISO 27001 Lead Implementer/Auditor, PMI
- Membership with a privacy or security association is considered an asset

Applying

To apply for this position, please email your resume to hr@hrpa.ca by May 20th, 2022. Please include as part of your submission a one-page cover letter detailing why you are interested in this position, what relevant experience you bring to role, how HRPAs opportunity aligns into your career aspirations.

At HRPAs, we are committed to diversity and equitable access to employment opportunities based on ability. Please let our team know if you require an accommodation and we will work with you to meet your needs.

We thank everyone for their interest, but we will only contact candidates selected to advance in the hiring process.