

## JOB DESCRIPTION

<b>Title of Position</b>	<b>Data Privacy Protection Analyst</b>
<b>Department</b>	<b>Legal &amp; Compliance</b>
<b>Immediate Supervisor</b>	<b>Director, Legal and Data Privacy</b>
<b>Location</b>	<b>Blainville</b>

### Summary of the Role

The Data Privacy Protection Analyst supports the delivery of privacy related professional services to our clients. The Data Protection Analyst is responsible for delivering privacy policies, governance-related documents and similar transparency notices as a lead resource. It also performs Data Protection Officer as a Service for small companies and startups, or to support an existing Data Protection Officer. The Data Protection Analyst may also be the lead resource on some standard Privacy Impact Assessments (“PIAs”) and Data Protection Impact Assessment (DPIAs”).

The Data Protection Analyst is a second resource on any PIAs and DPIAs that are complex, or which are subject to time constraints, in which case, the Data Protection Analyst will work hand in hand with other employees, such as the Data Protection Consultant, the Project Manager, the Cybersecurity Senior Consultant and the Director of Legal and Data Privacy.

As the main analyst, this employee supports researches in the field of data protection and may be called to help creating working documents.

### Primary Responsibilities

- Conduct privacy and security research and analysis;
- Conduct compliance audits and report on identified risks;
- Perform simple PIAs and DPIAs;
- Create governance-related documents such as privacy policies, procedures and forms;
- Create working documents to support the delivery of regulatory advisory services;
- Helps implementing privacy programs through Data Protection Officer as a Service;
- Provide advices to small companies and start ups on data protection;
- Handles engagement relating to website’s privacy, such as privacy notice and consents banner;
- Help create proposals and sales-related documents;

## Qualifications Required

- Bachelor's in civil and/or common law is an asset;
  - Member of the Quebec Bar Association is an asset;
  - Perfect bilingual French/English is mandatory;
  - Knowledge of additional languages is an asset (Spanish, Japanese);
  - Knowledge of data protection regulations is an asset;
  - Understanding of the *General Data Protection Regulation* ("GDPR") is an asset;
  - Understanding of the *California Consumer Privacy Act* ("CCPA") is an asset;
  - Understanding of IT related concept is an asset, in particular new technologies such as big data is an asset;
- Understanding marketing-related data processing activities.

## Competencies required

- Proactive attitude;
- Willingness to learn new concepts;
- Teamwork skills;
- Time management skills
- Organizational skills and capacity to carry medium-term projects to term;
- Good analytical and reporting skills;
- Excellent knowledge of Excel and Word
- This is an entry-level position, and training is provided.

## We offer

- Professional environment of cutting-edge technology
- Dynamic work environment in new and modern office
- Group insurance plan
- Employee Referral Bonus
- Team spirit and dedication to service excellence
- Sense of belonging to a global, brand-name organization