

PRIVACY OFFICER

Reporting to Chief Privacy Officer (CPO) the Privacy Officer participates in the design and implementation of ICES' privacy processes, and has day-to-day responsibility for monitoring the implementation and effectiveness of those processes at ICES and across the growing network of ICES satellites.

Responsibilities:

- Designing privacy policies and procedures
- Facilitating implementation of privacy policies and procedures across ICES
- Primary day-to-day responsibility for monitoring the implementation and effectiveness of privacy policies and procedures across ICES
- Conducting privacy impact assessments
- Responding to routine privacy inquiries from ICES scientists and other internal clients
- Information-gathering and analysis and providing other support to ensure successful management of ICES' relationships with key data partners and privacy regulators, including triennial reviews by the Ontario Information and Privacy Commissioner under s. 45 of the *Personal Health Information Protection Act*
- Conducting research to support all of the above
- Reporting on all of the above

Knowledge, Skills and Abilities Required:

- University degree
- Minimum 2 years' relevant work experience in privacy, regulatory compliance, internal audit or health sciences
- Recognized privacy accreditation (strongly preferred)
- Information security accreditation (desirable)
- Demonstrated command of Canadian privacy laws and privacy and security best practices
- Superior interpersonal and communication skills
- Demonstrated aptitude for research and analysis relevant to this role

Interested applicants should submit their résumé by January 31, 2012, to the attention of:

Human Resources
E-mail: resumes@ices.on.ca

Please quote job# **PO-11-44** on any correspondence.

We thank all applicants for their interest; however, only those invited for an interview will be contacted.