

Job Title**Job Description**

Senior Privacy Analyst

- Support the Chief Privacy Officer (CPO) and Privacy Manager in defining and achieving the strategic vision of the corporate Privacy Program.
- Proactively advocate for privacy and the mission of the Privacy Office throughout the firm.
- Be informed on global privacy laws, company guidelines and policies, and industry best practices.
- Serve on a cross-organizational team on privacy reviews and assessments.
- Respond to and assist with privacy related inquiries.
- Develop and administer policies and procedures for identifying, reporting, and resolving privacy risks.
- Assist in the development and delivery of appropriate guidance, education, training and communication to all relevant stakeholders.
- Review and assess privacy related risks with privacy management team to identify and address privacy related compliance gaps or areas of privacy risk in support of business requirements.
- Recommend process improvements for risk management processes and procedures.
- Document and maintain records of identified metrics for privacy program effectiveness tracking.
- Assist in privacy investigations and mitigation, determine incident root causes, and work with impacted business to ensure development and completion of corrective action plans for remediation of all privacy violations in order to minimize risk of recurrence.
- Under limited supervision, draft and send notification letters to impacted individuals and government agencies requiring notification of privacy violations; assist with response to regulatory agencies.
- Perform other duties and responsibilities as assigned.

Contact Name

Andrew Plata

Contact Email

andrew.plata@raymondjames.com

Contact Phone Number