



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Privacy Advisor

DEPARTMENT: Office of General Counsel

DATE CREATED: JUNE 2023

DIVISION/FACULTY: Office of the President

DATE REVISED:

ORGANIZATIONAL STRUCTURE

This role reports to the Manager, Information Access and Privacy.

PRIMARY FUNCTION

The Privacy Advisor supports the University's compliance with the Freedom of Information and Protection of Privacy Act ("FIPPA") by coordinating Privacy Impact Assessments ("PIAs"), providing privacy advice in alignment with University policies, procedures, and guidelines and responding to access to information ("FOI") requests. The Privacy Advisor will regularly perform work involving highly sensitive and confidential information and will regularly be exposed to records and information involving legal University matters.

KEY RESPONSIBILITIES

1. Supports the timely completion of PIAs by providing information and guidance on completing a PIA (including referrals to relevant stakeholders in the PIA process); providing hands-on assistance to faculties and business units in drafting PIAs, including liaising with external third party where applicable; understanding privacy and information security implications of third party integration with University IT resources; reviewing PIA to identify privacy risks and FIPPA compliance issues; recommending risk mitigation strategies; and facilitating PIA execution.
2. Participates in the development of a PIA monitoring and audit program. Conducts PIA monitoring to ensure privacy recommendations are implemented to mitigate privacy risk and conducts PIA audits to mitigate against use-case scope-creep and identify when a PIA update is required.



3. Administers the gathering and preparation of confidential employee and employer records responsive to FOI requests, including reviewing for and applying mandatory or discretionary redactions in accordance with FIPPA, organizing internal reviews where necessary, and liaising with and organizing delivery to applicant.
4. Collaborates with various functions in the performance of the role, including Legal Services, Information Security, Information Technology, Organizational Risk, Procurement Services, and others.
5. Participates in the development of resources and processes for privacy and FOI initiatives. Assists with development of guidelines and training materials relating to the University's FIPPA obligations.
6. Participates in privacy breach response, including containment (frequently involving working with IT), risk evaluation, notification as required under FIPPA, and recommendations for prevention.
7. Reviews third party contracts and agreements, and University policies/procedures and recommends amendments for FIPPA compliance.
8. Delivers general FIPPA training to new employees and to academic and administrative units and customized privacy training to targeted audiences.
9. Maintains accurate and thorough records in relation to PIAs, FOI requests/responses, and privacy advice, and assists in maintenance of related administrative records.
10. Maintains strict confidentiality of records and information involved in performing the functions of the position, including personal and sensitive information of students, employees, and others and confidential legal or business information of the University and third parties.
11. Maintains currency with FIPPA amendments and with FIPPA interpretations by the Office of the Information and Privacy Commissioner for BC ("OIPC").
12. Acts in place of Manager, Information Access and Privacy as required.
13. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
14. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.



QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's Degree;
- 1-3 years' recent, relevant experience working in a similar role or in a legal/regulatory environment. Public body preferred;
- 1-3 years' demonstrated knowledge of privacy and access to information legislation, including administrative requirements and processes, FIPPA preferred;
- 1-3 years' experience coordinating, reviewing, and advising on Privacy Impact Assessments ("PIAs");
- 1-3 years' experience coordinating and preparing records for access to information ("FOI") requests;
- Or an equivalent combination of education, training and experience.

COMPETENCIES

- Team player with demonstrated experience working in a collaborative environment.
- Excellent oral and written communication and interpersonal skills including the ability to interact and communicate with all levels of the organization and external parties.
- Highly organized and detail-oriented with excellent follow-through.
- Experience interpreting and applying legislation, policies, and directives.
- Experience working in a post-secondary institution an asset;
- Working knowledge of information technologies and project management principles and practices;
- Demonstrated flexibility to adapt to changes in organizational priorities.
- Ability to travel between campuses is required.