

**Privacy Analyst**  
at Ethos Privacy  
Remote

**Who is Ethos Privacy?**

Ethos Privacy is a data privacy solutions company focused on the strategy, design, implementation, and operations of end-to-end data privacy programs in enterprise companies. We believe that compliance is not enough, and that developing a culture of privacy within organizations is the only way to both accelerate the business through privacy investment, but also strengthen relationships with customers.

**What are our Solutions?**

Ethos Privacy provides strategic and professional data privacy consulting services, a world class technology platform which operationalizes privacy programs, and privacy engineering training and consulting to companies of all sizes and market segments.

**Privacy Analyst Responsibilities Include:**

- Provide analytical support to privacy officers and other privacy program executives.
- Builds a strategic and comprehensive privacy program that defines, develops, maintains, and implements policies and processes that enable consistent, effective privacy practices which minimize risk and ensure the confidentiality of personal and sensitive information.
- Ensures all privacy related forms, policies, standards, and procedures are up to date.
- Works cross-organizationally with upper management to implement program standards and establish governance for the program.
- Develops, assess, monitors and reports on organizational privacy compliance status.
- Reviews contracts and agreements, including service contracts and data sharing agreements, translating contractual obligations in to actionable business requirements.
- Conducts compliance reviews including data classification, privacy impact assessments, and privacy rule compliance.
- Creates and presents training materials to various audiences.
- Evokes creative and innovative thinking from team members while helping them to bring their ideas and career plans to fruition.
- Helps to determine new, creative ways to employ teams on projects and distribute responsibilities.
- Participates in all programs relating to performance evaluations and career development.
- Assesses training needs and selects training tools for team members.
- Reviews the status reports of team members across projects and addresses issues as appropriate.

**Qualifications:**

- Bachelor's Degree or equivalent experience.
- 3+ years' experience working in a privacy program.
- IAPP certification CIPP/US or comparable.
- Strong written and oral communication skills.

**FLSA - Job Classification:** Exempt, Full Time Position.

**Department:** Internal – Consulting