



POSITION DESCRIPTION

Role: Lead, Privacy, Freedom of Information, and Compliance

Team: Legal Services

Category: Employee, Full-time

Work arrangement: Hybrid

Territorial Acknowledgement

The offices of the College of Health and Care Professionals of British Columbia (CHCPBC) are located on the ancestral and unceded territories of the Coast Salish Peoples — specifically, the xʷməθkʷəy̍əm (Musqueam), Sk̓wx̓wú7mesh (Squamish) and səliłwətał (Tsleil-Waututh) Nations — the ləkʷəŋən (Lekwungen) Peoples — represented today by the Songhees and xʷsepsəm (Esquimalt) Nations — and the WSÁNEĆ (Saanich) Peoples — including the BOKĆÉĆEN (Pauquachin), STÁ,UTW (Tsawout), WJOŁŁP (Tsartlip), and WSÍKEM (Tseycum) Nations.

Position Summary

Reporting to the Executive Director, Legal Services, the Lead, Privacy, Freedom of Information and Compliance (LPFC) develops and manages CHCPBC's privacy management and governance program and CHCPBC's Freedom of Information (FOI) Program in accordance with relevant legislation and policies.

Acting as CHCPBC's Privacy Officer and FOI Lead, the LPFC leads the effort of privacy risk analysis, mitigation, and remediation. Working with information owners across the organization, the LPFC leads the day-to-day privacy related initiatives and activities to ensure CHCPBC is compliant with applicable legislation, regulations, and government guidance. The LPFC promotes awareness and supports staff training for privacy across CHCPBC and identifies opportunities to improve processes related to privacy to enable CHCPBC to conduct its mandate and activities effectively. The LPFC is also responsible for leading the CHCPBC FOI Program and for responding to FOI and routine records requests, and may assist the Executive Director, Legal Services as capacity permits and as assigned, with other legal compliance programs.

Supervisory & Reporting Responsibilities/Relationships

Reports to: Executive Director, Legal Services

Direct supervision: N/A



Duties & Responsibilities

1. In consultation with the Executive Director, Legal Services, designs, develops, and leads the implementation of CHCPBC's Privacy Management Program which includes:
 - Ensuring organizational compliance with provincial laws regarding privacy, freedom of information, security, and electronic transactions.
 - Defining the College's privacy protection goals and updating privacy policies as required.
 - Leading and performing day-to-day privacy and FOI related activities such as answering leadership and staff questions regarding privacy and FOI compliance, overseeing Privacy Impact Assessments (PIAs), and privacy breach investigations and responses.
 - Providing training and support to all CHCPBC stakeholders on the awareness of privacy policies, privacy protection trends, and changes in legislation that impact CHCPBC.
 - Identifying opportunities for improvements to the existing privacy management program. Prioritizing and leading the implementation of improvement initiatives.
2. Leads all privacy-related activities, including chairing meetings, preparing reports, and ensuring that all complaints are addressed thoroughly and appropriately
3. Leads environmental scan on legislative changes and the effort to mature the privacy program to ensure compliance. Prepares annotated bibliographies, reports on environmental scan and dissemination of relevant information to Privacy Office or to CHCPBC staff.
4. Collaborates with internal and external stakeholders on various programs and projects which may involve the handling and sharing of information across the College and with other organizations, users, clients, suppliers, and partners to ensure the protection of personal information of registrants and staff.
5. Leads the collaborative effort to conduct PIAs in consultation with CHCPBC staff on various projects and initiatives. Continuously improves the PIA process.
6. Maintains the PIA tracker file and prepare reports on PIA trends in the form of graphs, flow charts, and/or statistics.
7. Leads the effective and timely response to privacy breaches in accordance with the College's privacy breach incident response plan and takes the necessary steps to contain the breach. Performs review of the breach response plan regularly to ensure it is up to date.
8. Leads the CHCPBC FOI Program and develops procedures to ensure the efficient handling of FOI requests.
9. Monitors and manages the privacy/FOI inbox for incoming privacy questions, and



FOI and routine records requests.

10. In collaboration with the Executive Assistant to the Executive Director, Legal Services, logs, tracks, and sets up new files for FOI and routine records request.
11. Processes FOI requests, including conducting the required research and analysis, in accordance with Part 2 of FOIPPA, and according to deadlines set by FOIPPA.
12. Communicates by phone or email with members of the public to clarify requests when needed.
13. Coordinates with other departments at CHCPBC in completing the request for records and initiate follow up FOI processes.
14. Maintains the FOI tracker file and prepares FOI and routine records request reports, as requested, in the form of graphs, flow charts, and/or statistics.
15. Assists the Executive Director, Legal Services, in preparing any formal submission to the Office of the Information and Privacy Commissioner of BC (OIPC) as required.
16. Liaises with the OIPC, on behalf of CHCPBC, as required, in collaboration with the Executive Director, Legal Services.
17. Performs other Privacy, FOI and records related duties as required.
18. As capacity permits and as assigned, assists the Executive Director, Legal Services with other legal compliance programs other than compliance with FOIPPA.

Qualifications/Skills

1. Master's degree in Law, Information Management or a related discipline, or equivalent education/experience supplemented by continuing professional development in privacy.
2. A minimum of 9 years' experience in a senior privacy management related role, including leadership experience and successful implementation in all aspects of a cross-functional privacy program.
3. Demonstrated experience in conducting Privacy Impact Assessments under FOIPPA, for complex initiatives, in collaboration with IT Security.
4. Certification as an Information Privacy Professional (CIPM, CIPP/C or CIPT) is required.
5. A minimum of 4 years of experience in interpreting and *applying BC's Freedom of Information and Protection of Privacy Act (FIPPA)*.
6. Solid understanding of common privacy industry standards and regulations and experience with industry frameworks.
7. Solid understanding of the Freedom of Information provisions in FOIPPA and experience in responding to information access requests.
8. Experience supporting business understanding and maintaining compliance with privacy laws as well as privacy and information governance policy.
9. Experience acting as a privacy champion, able to communicate effectively to all stakeholders, develop and provide training programs about privacy and processes



relating to information access.

10. Demonstrated critical thinking/problem solving abilities, and ability to provide effective written reports to leadership
11. Strong communications, interpersonal and relationship building skills is a must have.
12. Experience in developing and leading training sessions for stakeholders on FOIPPA compliance.
13. Ability to exercise discretion and diplomacy in handling confidential information and to work effectively with diverse groups of stakeholders including internal and external stakeholders.
14. Knowledge of technology project management lifecycle and methodologies is an asset.
15. Policy development experience is an asset.
16. Ability to use adaptive, flexible approach to balance the efficiency and risk in a changing environment is required.
17. Advanced proficiency using MS Office.
18. Sense of urgency, time management and organizational skills and diligence is a must have.
19. Demonstrated understanding of diversity, inclusion, and cultural humility and health care is an asset.
20. Awareness of the *Health Professions Act* and *Health Professions and Occupations Act* and their application to the work of CHCPBC is an asset.
21. Awareness of the Declaration on the Rights of Indigenous Peoples Act (2019) and Action Plan (2022-2027) and their application to the work of CHCPBC, including awareness of a distinctions-based approach related to Indigenous Peoples.
22. Awareness of and commitment to learning and understanding the Truth & Reconciliation Commission's 94 Calls to Action (2015), the In Plain Sight Report's 24 recommendations specific to healthcare in BC (2020), and the 231 Calls for Justice in Reclaiming Power and Place: National Inquiry into Missing and Murdered Indigenous Women & Girls Final Report (2019) and how they intersect across the health care system.

Salary & Benefits

1. The full-time compensation for this position is \$94,009-\$117,512 annually based on a 37.5-hour work week.
2. The starting salary will be determined based on factors such as the successful candidate's job-related knowledge, skills, experience; salaries of other employees in the same salary range; market conditions and other relevant factors.
3. The College provides competitive compensation, a defined benefit pension under the Municipal Pension plan, and an attractive benefit package.
4. We have a flexible work environment that includes a hybrid/remote work model,



and offer flexible time off according to current College policy.

5. We offer opportunities for personal and professional development; provide flexibility; and provide a collaborative and dynamic work environment where innovation, teamwork and creativity are highly valued.

The College deeply values and celebrates diversity, understanding that it is not just about representation, but about the active inclusion, empowerment, and support of individuals with a wide range of skills, backgrounds, identities, and lived experiences. We acknowledge that diversity is essential to our success and resilience, and we strive to build an environment where every individual is recognized, respected, and provided with the space to thrive. We honour and actively support employees who identify with a broad spectrum of communities, including but not limited to, those who self-identify as First Nations, Metis, Inuit/Inuk, Black, racialized persons, 2SLGBTQIA+, gender diverse, disabled, and neurodivergent individuals.

Our commitment goes beyond representation - we aim to create a culture of belonging, where diverse perspectives are not only heard but celebrated, and where people feel safe, valued, and supported. We are dedicated to fostering an open, welcoming and inclusive work environment where all employees can bring their full, authentic selves to their work. We recognize that true diversity requires the active dismantling of systemic barriers and the continuous support of equity deserving groups.

As a College, we aspire to employ, support, and empower staff who reflect the rich diversity of the communities we serve across British Columbia, ensuring that our team is representative and responsive to the varied needs and lived experiences of those who rely on our services.