



**Job Title:** Volunteer Privacy Consultant (NON-PAID)

**Department:** Operations

**Staff POC:** Chief Operating Officer

**To submit your application for consideration, click:** [\[HERE\]](#)

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## **SUMMARY**

In support of WEConnect International's pursuit to empower women business owners across the globe, we are seeking the support of a volunteer to help provide guidance and support related to risk and regulatory compliance matters for the organization. The Data Privacy Volunteer will partner with the Data Privacy Project Manager and team members across the organization to advance the organization's Privacy Management Program by developing or improving developed privacy policies, notices, and procedures that meet and exceed national and international regulatory requirements. This person will embody the highest ethical standards, personal and professional integrity, and respect for confidentiality. They will have demonstrated experience in developing privacy policies and notices that meet legal and regulatory requirements and standards, monitoring for legal and regulatory changes and providing quick revisions to privacy documentation and practices, communicating privacy management practices to staff members, and exemplary writing skills.

## **Why Volunteer**

WEConnect International's mission is to help drive money into the hands of women business owners by enabling them to compete in the global marketplace. Our vision is to help create a world in which women have the same opportunities as men to design and implement business solutions that create wealth and the sustainable prosperity of their communities. As a 501c (3) organization, we rely on volunteer support to help us achieve our goals. If you are inspired by the mission, vision, and purpose of WEConnect International, then this is a great way to help us ensure the organization is providing support and resources in a diverse environment that is committed to ensuring a transparent and consistent experience for all. Many of our volunteers work full-time jobs and provide 10 to 15 hours a week of support and guidance. WEConnect International promotes a flexible environment for all and works with all volunteers to develop a schedule that is conducive for all parties. If you have been considering being part of the change in the way the world works, then this is the chance for you to take that next step.

## **What You Will do**

- Draft and/or maintain internal and externally facing data privacy documentation.
- Review Privacy Impact Assessments (PIAs) and risk assessment and gap analysis reporting to draft or revise privacy policies and notices.
- Confirm and update organizational data mapping of assets and processes.
- Meet with department teams to update or draft business process policies, as needed.
- Draft and/or review and revise policies, as needed, to accurately:
  - Define roles and responsibilities.
  - Address operational risks and legal requirements.
  - Document legal basis for collecting and processing personal information.
  - Document guiding principles for consent.
  - Provides consequences for violating privacy policy.
- Ensure privacy policies and notices accurately reflect the organization's privacy practices and are clear and transparent in how personal information is collected, used, shared, and stored.
- Work with department leads to ensure that privacy notices are always provided at the point of data collection and include details of:
  - Methods used to collect and protect personal information.
  - Procedures on how personal information has been or is being used.
  - Primary and secondary uses of personal information.
  - Third parties that may process or store personal information.
  - International transfers of personal information.
  - Tracking or logging of activities.
  - Description of legal rights of data subjects.
  - Contact information for complaints and privacy regulators.
  - Date of the last update.
- Monitor for changes to privacy laws and regulations and update and revise policies, as required.
- Communicate and, when needed, train or present new or revised privacy policies and procedures to WEConnect International staff.

## **QUALIFICATIONS & EXPERIENCE**

- Be able to write in a clear and concise manner.
- Familiarity with national and international privacy laws and regulations, specifically:
  - United States: California Consumer Privacy Act (CCPA), California Privacy Rights Act (CPRA), Virginia Privacy Act New York Privacy Act, Colorado Privacy Act
  - United Kingdom: UK General Data Protection Regulation (GDPR), Data Protection Act (DPA) 2018
  - Europe: General Data Protection Regulation (GDPR)
  - Brazil: Brazilian General Data Protection Law / Lei Geral de Proteção de Dados (LGPD), amended 2019

- South Africa: Protection of Personal Information Act (POPI)
- Australia: Privacy Act
- Japan: Act on Protection of Personal Information (APPI)
- China: Personal Information Protection Law (PIPL)
- Mexico: Federal law on the protection of personal data held by private parties.
- Singapore: Personal Data Protection Act 2012 (amended 2020)
- Canada: Personal Information Protection and Electronic Documents Act (PIPEDA), An Act to enact the Consumer Privacy Protection Act (Bill C-11)
- Turkey: Law on the Protection of Personal Data (LPPD)
- Abu Dhabi Global Market Data Protection Act
- Bahrain Personal Data Protection Law
- Legal understanding of social media privacy protections and best practices.
- Experience with monitoring and clearly communicating Data Subjects Access Rights.
- Experience with implementing third-party vendor management practices.
- Experience with communicating new policies and procedures or revisions to current policies and procedures to staff and third-party vendors.
- Ability to translate externally facing policies into Spanish and Portuguese is preferred but not required.
- Must sign Non-Disclosure Agreement.

## **EDUCATION & TRAINING**

- Bachelor's degree required; minimum of six years of experience in a regulatory compliance and/or legal function is preferred.
- Juris Doctor preferred from an ABA-accredited law school or equivalent in a foreign jurisdiction.

## **COMPUTER SKILLS**

Microsoft 365: Outlook, SharePoint, and Teams; Preference for familiarity with SAP Ariba

**Physical Demands and Work Environment** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those a person encounters while performing the essential functions of the role. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Organization Information:** WEConnect International, a global non-profit, helps improve the lives of women across the world by supporting the growth of businesses that are owned, managed, and controlled by women. Since 2009, WEConnect International has provided education, certification, and connections to women-owned business around the world—all aimed at forging relationships with global companies and other large buyers. WEConnect International has built a network of large member buyers representing over \$1 trillion in annual purchasing power and are true pioneers in a

global movement to expand opportunities for women-owned businesses through procurement policies and practices. [www.WEConnectInternational.org](http://www.WEConnectInternational.org)

WEConnect International is an Equal Opportunity Employer. All aspects of employment will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.