

POSITION DESCRIPTION

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| POSITION TITLE: | Privacy Lead |
| REPORTS TO: | Executive Director |
| CLASSIFICATION: | Contract – until March 31/22 with possible extension until March 31/23 |
| SALARY: | \$81,537.27 |
| LOCATION: | Toronto, Ontario |
| POSTING DATE: | September 30, 2021 |
| CLOSING DATE: | November 18, 2021 @12:00pm |

The Association of Native Child and Family Services Agencies of Ontario (ANCFSAO) is committed to staffing a workplace that is representative of the Indigenous population we serve. We encourage First Nations, Metis, and Inuit applicants to apply and please self-identify in their cover letter.

POSITION SUMMARY:

ANCFSAO provides broad support and advocacy for its member agencies. ANCFSAO member agencies collect, use, share and manage highly sensitive information about Indigenous children and families, and are subject to legislative and policy requirements with respect to ensuring the privacy and proper governance of the personal and personal health information they handle. To meet its members evolving needs, promote Indigenous data sovereignty and to ensure Indigenous voices are represented in important regional, provincial, and federal discussions about collection, access and sharing of Indigenous data, ANCFSAO wishes to build subject matter expertise and capacity in Privacy and Data Governance based on OCAP principles.

The Privacy Lead is responsible for providing subject matter expertise, analysis, and support to ANCFSAO leadership, the ANCFSAO Board and support to member agencies as needed. The Privacy Lead will participate in the ANCFSAO Privacy Community of Practice and create policy, procedure, and training templates to be shared with ANCFSAO member agencies. In partnership with the ANCFSAO Training Team and Communication Lead, the ANCFSAO Privacy Lead will coordinate and help deliver privacy, OCAP and data governance training, as well as awareness opportunities for all interested ANCFSAO member agencies and staff. The Privacy Lead will participate in project teams and sectoral, regional, provincial, and federal discussions, including working groups and committees, to ensure Indigenous voices and perspectives are represented, and that ANCFSAO agencies are aware and involved in matters affecting their staff and the communities they serve.

RESPONSIBILITIES AND SKILLS:

- Supports ANCFSAO and member agencies to build and maintain strategic and comprehensive privacy and data governance programs that reflect shared values and requirements for privacy and information management, in a manner that best serves the needs of our communities.
- Collaborates with other ANCFSAO member agency subject matter experts (privacy, security, legal, quality assurance, etc.) and coordinates cross agency consultation to discuss privacy, data sharing and information governance issues of interest.

- Conducts analysis and provides information and recommendations to ANCFSAO working groups, project teams, committees, and decision makers.
- Represents ANCFSAO in sectoral, regional, provincial, and federal groups as directed by ANCFSAO leadership.
- Serves as ANCFSAO Privacy Lead on project teams as directed.
- Performs or oversees initial and periodic information privacy risk assessment/analysis, recommending mitigation and remediation.
- Initiates, facilitates, and promotes activities to foster information privacy awareness within ANCFSAO and member agencies.
- Maintains current knowledge of applicable First Nations, Provincial and Federal laws, and regulations.
- Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (regulatory, sectoral, or governmental) who undertake to adopt or amend privacy legislation, regulation, or standards.
- Supports member agencies as needed when dealing with regulators and/or other legal entities in any compliance reviews or investigations.
- Serves as consulting information privacy resource to ANCFSAO members regarding release of information and to all member agencies for all privacy related issues.

QUALIFICATIONS:

- Demonstrated skill in conducting policy research and analysis, excellent critical thinking skills.
- Demonstrated skill in policy development and documentation of policy and procedure.
- Demonstrated understanding of history of Child Well-Being Societies and Children's Aid Societies, especially as it pertains to CAS interaction with Indigenous Children and Families.
- Knowledge and experience in compliance work, ideally privacy and information management compliance in a social services, research, or health care setting.
- Knowledge and experience working with Indigenous communities.
- Knowledge of relevant privacy legislation, including Part X of the Child, Youth and Family Services Act (CYFSA).
- Commitment to promoting Indigenous rights to control when and how data about Indigenous people is collected, used, shared, or maintained.
- Demonstrated organization, facilitation, written and oral communication, and presentation skills
- Recommended privacy certification such as CIPP/C, or willingness to complete certification within 1 year of hire.
- Recommended completion of OCAP Foundations training, or willingness to complete training within 3 months of hire.
- Additional Requirements:
 - Demonstrated skills in collaboration, teamwork, and problem-solving to achieve goals
 - Demonstrated skills in verbal communication and listening
 - Excellent writing skills
 - A high level of integrity and trust

WORK SITE LOCATION:

This position will be in Toronto, Ontario, with the opportunity to work virtually as well. Travel within Ontario may be required.

TO APPLY:

Please email the following items with the subject line, "*Privacy Lead*", by **November 18, 2021, at 12:00pm** to HRgeneral@ancfsao.ca :

- I. A Cover letter outlining why you are the most qualified candidate for this role, including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- II. Resume (include 3 work related references).

Incomplete Applications will not be considered. Only those selected will be contacted for an interview.

Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process and a full job description, please contact HRgeneral@ancfsao.ca.