

# Data Privacy Attorney

**Department:** Information Governance

**Organizational Relationship:** Reports to the Associate Director of Data Privacy

**FLSA Status:** Exempt

**Last Updated:** April 19, 2024

## General Summary:

The Data Privacy Attorney works within the Global Data Privacy Office (GDPO), which is part of the Information Governance and Technology teams. The GDPO collaborates with the Office of the General Counsel, Security and Risk Management and Audit and Advisory departments to ensure firm use of personal data is compliant with US, EU, Asian and Middle Eastern data privacy laws, and other global data privacy laws applicable to the firm. They support the GDPO in advising on data sharing and data processing agreements, implementing initiatives necessary for demonstrating compliance with the firm's Binding Corporate Rules and governance obligations, and engaging with stakeholders to raise awareness of data privacy requirements and best practice across the firm.

## Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Works closely with the firm's Procurement function and Security Review Team to review vendor contracts and other commercial relationships involving the transfer of personal data; drafts, reviews, and negotiates relevant contracts and ensures requirements relating to international transfers of personal data are met
2. Works with members of the GDPO and other key internal stakeholders to review proposed projects which involve the collection or utilization of personal data, advises on privacy risks and compliance with local data privacy laws; where necessary, carries out privacy impact assessments
3. Works with Information Governance and other privacy attorneys in the firm to respond to requests from individuals to exercise their rights under applicable data privacy laws in the UK, EU and USA, including requests to access or delete their personal data
4. Works with members of the GDPO to implement measures necessary to demonstrate compliance with applicable data privacy laws, including managing and updating records of processing activities, assisting with data mapping and vendor management reviews
5. Reviews and updates transparency notices, privacy policies and procedures globally
6. Coordinates and assists with data privacy audits of the firm's offices worldwide
7. Works with members of the GDPO to maintain firm's Binding Corporate Rules, supporting their ongoing review and continued management across the firm
8. Researches, analyzes data and generates reports as required by the GDPO, Data Privacy

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Committee and others

9. Works with designated privacy attorneys in each firm office and, where necessary, outside counsel to coordinate advice on local data privacy law issues
10. Manages reporting obligations relating to our personnel
11. Keeps up to date with changes to local privacy laws and makes recommendations to the GPDO when appropriate, including attending relevant conferences and working with a network of attorneys in firm overseas offices
12. Assists with the development and delivering of privacy training to relevant business functions
13. Works with the Security Review Team, the Security Committee and the Security and Risk Management department to raise awareness of data privacy and security issues and provides training on the subject matter where needed
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Position Specifications

### *Education*

- JD or equivalent from an accredited law school required

### *Work Experience*

- A minimum of five years' relevant experience required
- Experience in advising on EU data privacy laws preferred
- Experience of contract drafting and negotiation preferred

### *Knowledge, Skills & Abilities*

- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm
- Strong project management and organizational skills including the ability to manage time well, prioritize effectively, anticipate obstacles and handle multiple deadlines
- Ability to use initiative in driving improvements to the firm's compliance posture
- Excellent writing and presentation skills
- Ability to undertake and drive forward large, long-term projects, develop alternative methods to complete them, and implement solutions
- Ability to use independent judgment and discretion when making majority of decisions
- Ability to use a detail-oriented approach needed to recommend and implement strategic improvements
- Ability to handle confidential and sensitive information with the appropriate discretion
- Knowledge of PC applications, including MS Office

### *Additional Requirements*

- Occasional travel may be required

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## *Physical Demands*

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

## *Working Conditions*

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.