

# Privacy Specialist

Full Time

Expected Salary: \$65,000-\$85,000/year

Job Location: Gainesville, FL

## JOB SUMMARY

Conduct timely investigations and breach analyses of privacy incidents, including the following tasks:

- Follow investigation protocols by conducting thorough interviews and document/audit reviews to gather facts;
- Analyze facts against the applicable privacy laws and policies;
- Coordinate with UF Information Security to appropriately address privacy matters;
- Coordinate with relevant department leaders and human resources liaisons on corrective measures to make sure they are applied appropriately and consistently for similar privacy violations;
- Consult with Chief Privacy Officer (CPO), or designee, and Office of General Counsel, as needed;
- Complete breach notification activities in a timely manner; and
- Maintain accurate and secure records, including documenting incidents and outcomes within the designated incident management system.

Provide guidance and assist in the development, implementation, and maintenance of organization information privacy policies and procedures for UF designated operations on the Jacksonville Health Science Center Campus, including the Proton Therapy Institute and HSC satellite clinics under the direction of the CPO, or designee. Conduct ongoing compliance monitoring activities in coordination with the UF Privacy Office's compliance plan.

## DUTIES

Responsible for ensuring that all employees, faculty, contracted personnel, volunteers, and vendors receive ongoing education and training on privacy policies and procedures, as well as state and federal privacy laws. In carrying out this responsibility, ensure the following:

- In collaboration with internal privacy professionals, develop effective training materials that comply with HIPAA standards, Florida laws, and other applicable privacy laws and policies.
- Provide ongoing privacy compliance education and training to UF workforce members, contracted personnel, volunteers and vendors.
- Conduct various types of auditing and monitoring activities in accordance with the annual privacy workplan.
- Provide accurate privacy compliance advice and guidance.
- Interact with physicians, clinical and non-clinical staff, administration, and other employed personnel on an ongoing basis to keep them apprised of required privacy and security initiatives, policy updates and other related communication.

Continually improve knowledge of compliance and regulatory changes. Attend conferences and educational events on privacy and security to ensure continued expertise in privacy and security issues and required certification(s).

Click link below for more details, requirements and how to apply.

<https://explore.jobs.ufl.edu/en-us/job/518893/privacy-specialist>