



is currently seeking a full-time (contract)  
**Senior Privacy Analyst**

**Program Overview:**

The eHealth Centre of Excellence (eCE) develops, implements and advances digital health tools and services to better serve patients and clinicians across Ontario. The eCE advocates for the continued and improved use of technology to enhance the connection and relationship clinicians and patients have with each other and with the Ontario and Regional healthcare system. This initiative is supported by the deployment of digital health technologies such as Electronic Health Records, eReferral, eConsult, Virtual Visits, Tablets, Robotic Process Automation (RPA), along with collaborative partnerships with regional and provincial agencies. Critical to the success of eHealth initiatives is working with system partners to support priorities that ensure the best care for patients. The eCE's founding vision is one of innovation and partnership, with a mission to create a collaborative space used to share knowledge, develop best practices and utilize technology to enrich clinical care.

**Position Description:**

Reporting to the Program Managers, the Senior Privacy Analyst will play a key role in supporting digital health initiatives in the region and across the province. The Senior Privacy Analyst will oversee all activities related to the development, implementation, and maintenance of digital health privacy policies in accordance with federal and provincial laws. This role will actively participate in various privacy committees and will engage with internal and external stakeholders to conduct training, perform compliance monitoring activities and identify any concerns to the Privacy Lead, Program Managers and eCE Executive.

**Key Roles and Responsibilities:**

- Conduct regular assessments, audits and reporting on privacy and security risks associated with digital health tools and technologies
- Establish privacy and security standards and targets associated with the delivery of privacy services
- Assist with the development, refinement, and distribution of privacy frameworks, ensuring they align with necessary legislation
- Provide information on privacy impact assessments, deployment of privacy policies, and up-to-date information on privacy matters
- Assist with the development of standard agreements that can be leveraged by all teams (e.g. Privacy agreements, Data sharing agreements, and Participation agreements)
- Review the compliance of participating health care providers to the privacy and security standards and legislation

- Anticipate and identify privacy and security risks and issues during program planning and implementation, and work with the Privacy Lead and Program teams to develop mitigation strategies to address these potential risks and issues
- Develop and deliver training to users on the specific issues, requirements, policies and processes to ensure that the use of assets is in accordance with regional, provincial and federal privacy and security guidelines
- Oversee standardized auditing and reporting processes, to ensure compliance across delivery partners
- Act as a single point of contact to field questions and investigate concerns regarding adherence to privacy, security and consent policies and standards
- Actively participate in related regional committees and workshop groups as assigned by the Privacy Lead or Program Manager
- Support participating health care providers in the development of their internal privacy processes, policies and best practice.
- Support and facilitate understanding and discussion between health care providers and jurisdictional authorities
- Provide regular reports to the Privacy Lead/Program Manager
- Other duties as assigned

**Experience, Skills and Qualifications:**

- Minimum five years of experience in a similar role
- Certified Information Privacy Professional/Canada (CIPP/C) or equivalent designation required
- Demonstrated understanding of provincial and federal laws and regulations concerning information privacy and security
- Familiar with provincial digital health products and initiatives
- Demonstrated knowledge and experience in health care, in relationship to privacy requirements and best practice
- Exposure and understanding of privacy requirements and best practice in various healthcare environments
- Demonstrated experience with projects that span multiple organizations
- Ability to communicate technical and legal information effectively and clearly to a wide variety of audiences
- Strong communication skills (written and oral)
- Strong presentation skills
- Demonstrated interpersonal and problem-solving skills
- Strong ability to pay attention to detail
- Ability to work as part to a team to accomplish common goals
- Strong proficiency with Microsoft Office tools (Word, Excel, PowerPoint, etc.)

If this position is of interest to you, please send your cover letter and resume to: Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca)

Feel like you don't meet all the requirements? If you have some of the skills and experience that we're looking for and are willing to learn the rest, we encourage you to reach out to us!

The eHealth Centre of Excellence team is a respectful and inclusive workplace. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact Human Resources at [hr@ehealthce.ca](mailto:hr@ehealthce.ca) for assistance.

We thank all interested applicants; however, due to the volume of resumes we receive only those selected for an interview will be contacted.