



Data Privacy Officer for Phama Company in Tokyo

Job Information

Recruiter

[en world Japan K.K](#)

Job ID

1475162

Industry

Pharmaceutical

Job Type

Part-time

Location

Tokyo - 23 Wards

Salary

Negotiable, based on experience

Refreshed

August 16th, 2024 02:00

General Requirements

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

Native

Minimum Education Level

Bachelor's Degree

Visa Status

Permission to work in Japan required

Job Description

Position Title: Data Privacy Officer

Work location: Tokyo

Report to: Head of Legal, Compliance & Data Privacy Japan (in Japan)

*** Contractor. Work 3 days per week. Non-core flexible working hour excepting 10pm to 5am (Standard working hour: 9:00 to 16:45 (Including 7 hours for actual working and 45 minutes break)). Hybrid work: More than 2 days in office per week. / 契約社員。週3日勤務（曜日応相談）。勤務時間：フレックスタイム制(コアタイムなし、標準労働時間 9:00-16:45 (実働7時間、休憩45分))。ハイブリッドワーク制度（週2日以上オフィス勤務）**

Position Summary

Roles related to provide legal advice and services which are concerned with the rights, obligations and privileges of the company related to Data Privacy. Ensures that the company meets its legal and statutory obligations and minimize risks through contracts and proper documentations.

Responsible for the effective implementation of the Data Privacy program defined in the global Data Privacy Management System (DPMS) in Japan. This position will collaborate with business and functional colleagues at all levels to establish effective measures to reduce and handle the Company's risk related to Data Privacy (personal data). Provides

comprehensive Data Privacy support and counselling on relevant topics to the respective business.

Key Accountabilities

The key deliverables of a Data Privacy Officer are:

- Provide timely, value-adding and risk based business support and counselling to internal business stakeholders on relevant and critical Data Privacy matters, like e.g., data related projects and business initiatives, web shops, marketing activities, etc.
- Implement the global Data Privacy Management System (DPMS) in your area of responsibility considering necessary local specifics like local industry norms, local laws and codes. Key deliverables amongst others: RoPA, Data Privacy assessments, Data Privacy reporting to local management, handling of data subject requests, hold defined critical Data Privacy trainings, etc.
- Take appropriate measures to foster a strong Data Privacy awareness in area of responsibility and handle possible data breaches in collaboration with the Group Data Privacy Officer and CoE Data Privacy team.
- Conduct educational and training programs that focus on the elements of the DPMS to create awareness of Data Privacy standards. Maintain Data Privacy awareness through on-going communication programs and initiatives.
- Support the Data Privacy Center of Expertise (CoE) with best practice sharing and keeping oneself up to date with Data Privacy trends.
- Assist with fostering and implementing relevant Data Privacy strategies and initiatives, as well as applicable policies and procedures, local industry norms, local laws, and codes.
- Review global documents to develop, update and/or implement relevant local Data Privacy rules, standards, policies and procedures in accordance with Data Privacy global standards and local laws and codes on a periodical basis

Strategic Impact

- Implement and maintain Data Privacy Framework in designated area of responsibility and ensuring adherence also to local legislation.
- Interact with Data Privacy Center of Expertise (CoE) and Group Data Privacy Officer to provide relevant information and evidence in relation to the implementation of the global Data Privacy Management System (DPMS)

Cooperation

- Internally
 - Center of Expertise (CoE)
 - Business and Group Functions
- Externally
 - Public authorities and professional organizations/associations

Required Skills

Candidate's Profile

- Above bachelor's degree in law;
- Minimum 4 years working experience in multinational company legal/compliance or law firm; experience as data privacy officer is plus
- Familiarity with multinational corporate compliance and Data Privacy culture;
- Have profound knowledge in Data Privacy regulations;
- Ability to work cross-functionally and collaboratively across a diverse, highly-matrixed organization;
- Ability to think strategically, lead multiple initiatives simultaneously, and to work independently;
- Able to thrive in a proactive, values-driven culture in which Data Privacy and business objectives are mutually reinforcing;
- Strong motivation and ability to foster and develop a comprehensive Data Privacy program;
- Strong interpersonal and communication soft skills and training delivery capabilities;
- Working experience in pharma industry will be a plus
- Native level in Japanese and fluent (good oral and written) in English

Company Description