

Contract Posting #: SD1322023AD

Posting Date: December 5 , 2022

Closing Date: Open Until Filled

<p>Contract Opportunity</p>	<p>Privacy Advisor</p>		
<p>Team</p>	<p>Operations</p>	<p>Team Lead</p>	<p>Chief Operating Officer (COO)</p>
<p>Summary Of The Opportunity</p>	<p>We are seeking the services of an individual or an agency to answer questions, help administer privacy incidents, review privacy documentation, and conduct privacy impact assessments on an as needed basis. You have proven experience interpreting and applying privacy regulations and laws (BC PIPA but also FOIPPA, and PIPEDA/CPA), preferably in the K-12 private and public education sector. Excellent communication and collaboration are your hallmarks, together with the ability to de-escalate and respond to sensitive and confidential matters with tact and discretion.</p> <p>We are a registered charity and non-profit organization operating several education programs including one of the largest independent online learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. Our 275+ person team works remotely from locations across Canada within and supported by an established privacy program.</p> <p>Come be part of a team of diverse and collaborative doers who believe in our mission and our vision to be the leading model for natural and personalized lifelong learning in North America.</p>		
<p>Work Environment</p>	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>		
<p>Timelines</p>	<p>This is a month-to-month contract opportunity beginning immediately and ending July 31, 2023, coinciding with our fiscal year end. A new contract for the next fiscal year is possible.</p>		
<p>Fees</p>	<p>Commensurate with experience.</p>		
<p>To Respond To This Opportunity</p>	<p>Email a proposal with your resume to opportunities@selfdesign.org.</p> <p>In your proposal tell us:</p> <ul style="list-style-type: none"> • Why you are interested in this opportunity. • About your availability, particularly if you have other commitments. 		

	<ul style="list-style-type: none"> • How you have successfully provided similar services in a comparable industry. • We look forward to receiving your response. Responses will be reviewed as they are received.
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Contract Details	
Oversight	You will work at the direction of the Team Lead.
Responsibilities	<ul style="list-style-type: none"> • Advise on key decisions and legislative changes that may impact the organization’s ability to operate in compliance with all relevant privacy laws in Canada. • Answer questions about privacy regulation and laws in BC and Canada, and data protection laws in the United States or abroad. • Advise on privacy incident management. • Review documentation for effective privacy language. • Conduct privacy impact assessments for an activity, project, or technology application, if necessary. • Assist with managing privacy crises, if necessary.
Experience And Credentials	<ul style="list-style-type: none"> • Significant expertise interpreting and applying privacy laws in BC and Canada (BC PIPA, FOIPPA, and PIPEDA/CPPIA) as applicable to the non-profit, education industry and environment in which SelfDesign Learning Foundation operates. • Knowledge and experience with privacy programs, documentation, and related activities (policies, procedures, privacy incident management, privacy impact assessments, etc.). • CIPM and CIPP/C certifications preferred, or an equivalent combination of knowledge and experience.
Mandatory Requirements	<p>If selected for this opportunity, you will need to:</p> <ul style="list-style-type: none"> • Undergo a Criminal Record Check at your own expense (approximately \$28). • Take our online privacy and security training (approximately 2 hours).

About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

[Working with us](#)

Our mission is to support learners, families and educators in creating what matters to them in their lives, through effective educational methods in alignment with the principles of SelfDesign.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at www.selfdesign.org and read our [Community Report 2021](#).