Data, Privacy and Records Analyst

Knowsley, Liverpool

Ref: R34427

Apply


Here at QVC we have an exciting opportunity to join our fast paced Data Privacy and Records team, a great chance to join a thriving and growing global company (Qurate Retail Group) and take on a broad and career building role.

At QVC we know what we’re doing, we’ve been doing it really well for 25 years. Our customers trust us and we get closer to them than other retailers. We understand them, we look after them. We’re an organisation that loves putting our people first along with building an amazing experience for our people! That is why we have been voted one of the Top Employer’s in the UK for the past 6 years in a row!

We are currently looking for a Data Privacy and Records Analyst to join our European team, this position can be based at either of our UK sites (Knowsley or Chiswick). The ideal team member will have knowledge and experience in Data Privacy in a European company. This position will offer the opportunity to work on global projects for Qurate Retail Group (QRG).

The key accountabilities in this role:

- Conduct initial assessment of QRG’s privacy reviews, complete quality check for errors and incomplete or inconsistent responses, and complete low-risk privacy reviews.

- Conduct data privacy and records audits for QRG and provide support for remediation check-ups from audits.
- Quality control due diligence materials from third parties, prepare initial forms of data privacy agreements and negotiate data privacy agreements for low-risk transactions; ensure completed and fully-signed agreements are received and recorded.
- Collect and organise due diligence and other records of data privacy and records activities that must be maintained by EU data privacy law and other applicable laws.
- Provide support for higher risk privacy reviews and data protection impact assessments.
- Research and monitor changes in privacy law and laws affecting records retention obligations.
- Assist in other projects in support of global data privacy and records program.

Ideal experience you will have:

- Privacy and records management within an multinational organisation
- Prior Legal experience / Paralegal
- Ability to understand QVC’s business processes, policies and practices
- Awareness of changes in privacy and record management laws
- Proven record of managing multiple projects and meet strict deadlines
- Familiarity with software, and cloud solutions
- Good PC skills are necessary, especially Microsoft Word and Excel
- Strong presentation skills are also important

This position is a great opportunity to join a thriving company, which is growing and always seeking to develop and improve team members. If it sounds like the role for you then please do apply!

At QVC we see it like this, you spend a third of your life in work, so work happy* Live better

QVC, Inc., a wholly owned subsidiary of Liberty Interactive Corporation (NASDAQ: QVCA, QVCB), is the world’s leading video and ecommerce retailer. QVC is committed to providing its customers with thousands of the most innovative and contemporary beauty, fashion, jewelry and home products. Its programming is distributed to approximately 300 million homes worldwide through operations in the U.S., Japan, Germany, United Kingdom, Italy and a joint venture in China. Based in West Chester, Pa. and founded in 1986, QVC has evolved from a TV shopping company to a leading ecommerce and mobile commerce retailer. The company’s website, QVC.com, is ranked among the top general merchant Internet sites.

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