



Job Title: Access & Privacy Advisor

Job Opening Id: 43424

Required: 1

Business Unit: Office of the Deputy CAO

Division: Deputy CAO

Location: Headquarters Campbell West

Standard Hours: 35.00 / week

Full/Part Time: Full-Time

Regular/Temporary: Regular

Salary Grade: 4

Salary Range: \$ 75,820.00 - \$ 89,200.00

Post Date: 2025-09-15

Close Date: 2025-09-28

About Us

This position currently falls within our hybrid model, allowing the employee to typically work a minimum of 50% of your time at your regular work location and the other 50% of time at home.

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, [Diversity, Equity and Inclusion - Niagara Region, Ontario](#) or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, [Working at Niagara Region - Niagara Region, Ontario](#).

Job Summary

Salary under Review

Reporting to the Manager Records & Information Management Services, the Access and Privacy Advisor is responsible for managing and processing formal information access requests and coordinating initiatives to ensure compliance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and Personal Health Information and Protection of Privacy Act (PHIPA). This role responds to public inquiries about MFIPPA and PHIPA; assists in the preparation of submissions on appeals to the Information and Privacy Commissioner of Ontario (IPC), investigates privacy breaches; conducts Privacy Impact Assessments; provides advice on privacy compliance and risk management; develops policy and procedures on access to information activities; makes recommendations on strategy and governance; and delivers training.

Education

- Post-secondary degree in Library Science, Business, Information Management, Public Administration, Political Science, or related discipline; or an equivalent combination of education, knowledge and experience may be considered.
- Master's degree in a relevant discipline is preferred.

Knowledge

- Minimum 5 years of experience working directly with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), or other related access and privacy legislation.
- Certification as a Certified Information Access and Privacy Professional (CIAPP/C) is an asset.
- Experience conducting Privacy Impact Assessments (PIAs), as well as an understanding of Privacy by Design principles is preferred.
- Experience processing and responding to formal Freedom of Information requests and requests for personal health information under PHIPA within prescribed timelines.
- Demonstrated ability and knowledge to provide expert advice on the application of access and privacy legislation and have experience preparing reports to support policy analysis and decision-making.
- Experience responding to and investigating privacy incidents and breach responses.
- Experience understanding and interpreting provincial and municipal legislation such as the Municipal Act, Municipal Elections Act, Planning Act, Personal Health Information Protection Act (PHIPA) and other relevant legislation affecting municipal government openness, transparency, and accountability requirements.
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Responsibilities

Advises and consults on the establishment and ongoing maintenance of the corporate Access to Information and Privacy Program. (25% of time)

- Develops and maintains policies and procedures for managing access to information and for protecting privacy, as well as protocols, procedures, forms and guidelines for Routine Disclosure that minimize risk and ensure confidentiality of personal and personal health information.
- Ensures privacy forms, policies, standards, and procedures are up-to-date.
- Ensures Department/Division/Program services comply with Niagara Region's Access to Information and Privacy Program.
- Establishes and administers the privacy breach management process to investigate and identify the appropriate mitigating strategies and recommendations for complaints/reports concerning possible or real breaches of personal and personal health information and tracks all activity related to breaches and reports.

- Maintains Personal Information Banks.
 - Establishes and maintains personal information practice notices for all Health Information custodians.
 - Maintains database of corporate privacy breaches, access requests and policy changes.
 - Coordinates with internal invested parties such as senior leaders, Information Technology, and Legal Services to establish governance for the Access to Information and Privacy Program.
 - Serves in a leadership role for privacy compliance.
 - Collaborates with information security staff to ensure alignment between security and privacy compliance programs including policies, practices, investigations, and acts as a liaison to the information systems department.
 - Prepares and delivers responses to requests relating to access and privacy of information in accordance with applicable legislation. (25% of time)
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- Coordinates and processes requests for access under Municipal Freedom of Information & Protection of Privacy Act (MFIPPA), including correction of personal information and responding to appeals made via the Information and Privacy Commissioner of Ontario.
 - Investigates and responds to privacy breaches and privacy complaints.
 - Assesses, assigns, tracks, reports and prepares costing and responses to Freedom of Information requests made under MFIPPA in accordance with the legislated deadlines.
 - Formulates decisions on requests for information based on detailed analysis of records and prepares briefing materials and formal decision letters under the Regional Clerk's signature, including where appropriate, information on specific exemptions, fees and appeal rights.
 - Uses judgement in balancing the right of access with the protection of personal and other confidential information in accordance with the Acts, Regulations and Orders of the Information & Privacy Commissioner, while ensuring that specific provisions of the Acts such as notification requirements are met.
 - Prepares submissions on appeals to the Information and Privacy Commissioner of Ontario (IPC).
 - Prepares and submits mandatory Information and Privacy Commissioner (IPC) annual reporting.
 - Prepares statistical reports for submission to the Information and Privacy Commissioner as required under MFIPPA.
 - Initiates, facilitates and promotes activities to foster information access and privacy compliance and awareness within the organization and related entities. (25% of time)
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- Takes a lead role, to ensure the organization has and maintains appropriate privacy and confidentiality consents, authorization forms and information notices and materials reflecting current organization and legal practices and requirements.
 - Conducts and reviews Privacy Impact Assessments related to internal and external systems, programs and initiatives.
 - Provides advice to internal invested parties and program areas on privacy related matters including the processing of formal requests for personal health information under PHIPA.
 - Develops and facilitates an access and privacy training program that provides foundational knowledge and general understanding of the corporate Access to Information and Privacy Program.
 - Promotes and create awareness of the Access to Information and Privacy Program with internal invested parties through in-person consultations and presentations to all levels of employees up to and including the Corporate Leadership Team.
 - Provides current access information for the internal and public website.
 - Collaborates with Business Analysts and Development Teams to provide privacy expertise on the design and development of new applications/functionalities, workflow, etc.
 - Oversees, develops and delivers access and privacy training to internal and external invested parties.
 - Represents the Niagara Region on various committees related to the sharing and use of personal/personal health information.

- Invested party Engagement (15% of time)
- Works with organization administration, legal counsel, and other related parties to represent the organization's information privacy interests with external parties (provincial or local government) who undertake to adopt or amend privacy legislation, regulation, or standards.
- Evaluates how changes to the Access to Information and Privacy Program will affect internal and external invested parties.
- Liaises with external parties and agencies on Access to Information and Privacy review.
- Liaises with Legal Services, Risk Management, Internal Audit and others for input on policies and procedures.
- Interacts with relevant legislative/regulatory parties, and at meetings/events where access and privacy is reported and/or reviewed.
- Advises Department/Division/Program and project teams to implement and track risk mitigation activities.
- Collaborates with leaders on strategies and tactics to effectively maintain a meaningful Access to Information and Privacy program and foster a culture of privacy.
- Leads privacy and access research and analysis, interpretation of trends, challenges and opportunities (10% of time)
- Maintains current knowledge of applicable Federal and Provincial privacy laws and accreditation standards.
- Researches and analyzes case law and Information and Privacy Commissioner (IPC) decisions/orders and consults with invested parties to ensure their views and concerns are taken into account in the application of discretionary exemptions.
- Maintains a constant, broad awareness of current and developing political and access and privacy issues that could affect the corporation.
- Provides regular review and reports on the status of Freedom of Information requests, privacy breaches and Privacy Impact Assessments.
- Conducts complex research and analysis by identifying, collecting and assessing relevant corporate information.
- Prepares correspondence and reports, briefing materials and assessments by researching and analyzing information.
- Prepares and presents reports that advise Corporate Leadership Team and Council on Access and Privacy trends, challenges, opportunities, results and recommendations.
- Perform other related duties and responsibilities as assigned or required

Special Requirements

- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#43424** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **September 28, 2025**, before midnight by visiting our 'Careers' page

at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.