

# Head DPDAI China

Job ID

392497BR

Apr 26, 2024

China

## Summary

The Head DPDAI China ensures that the global DPDAI program is effectively implemented at a country level and coordinates advice and guidance on DPDAI topics to the Novartis business in China. By coordinating advice and guidance on DPDAI topics to Novartis stakeholders in China / Hong Kong and ensuring that the global DPDAI program is effectively implemented in China / Hong Kong, the Head DPDAI China supports innovation and preserves the integrity of Novartis and enables the Head DPDAI Compliance and Group Data Protection Officer to provide risk assurance to the ECN and to the Board of Novartis AG, and documents and demonstrates compliance with all relevant Data Privacy & AI laws and standards and Novartis policies within China / Hong Kong.

## About the Role

Location: Shanghai

### Key Responsibilities

- Be the DPDAI leader for China / Hong Kong, overall accountable for the effective implementation of the DPDAI program in China / Hong Kong. Understand the China / Hong Kong data regulatory framework. Partners with the business guiding them on the data regulatory framework and being accountable for responsible data use
- Serve as first point of contact for the Business on matters relating to the interpretation of group-wide DPDAI policies, procedures and guidelines
- Contribute to the global DPDAI strategy and program
- Implement group-wide or global practical guidelines/procedures (e.g., on collecting consent preferences, secondary uses of personal data, secure destruction of data) and data transfer mechanisms (e.g., binding corporate rules, standard contractual clauses and cross-border privacy rules) translating the privacy policy into specific requirements
- Develop and maintain data privacy notices and associated procedures (e.g., scripts for use by employees) as well as procedures for inquiries/complaints (e.g., access requests, complaints) based on Novartis global standards
- Identify & address data emerging legislation/regulation and respective impact to Novartis operations, identifying and supporting the adaptation activities required for respective compliance and collaborate with Head DPDAI APMA to ensure compliance
- Identify Business operational trends and keep up to date with Business strategy and priority, enabling cooperation by facilitating regular exchange of all relevant internal stakeholders
- Lead a DPDAI risk management strategy for China / Hong Kong: identify DP & AI risks impacting the local organization as a whole or requiring senior management attention and raise these to the Head DPDAI APMA and through channels and processes established by DPDAI Process, Governance & Controls

- Liaise with Legal advisory for Data Privacy on specific legal issues
- Prepare and disclose reports on handling of personal data to the Head DPDAI APMA. Collaborate with Head DPDAI APMA and Legal advisory for Data Privacy on the conduct of research on global and country specific regulatory developments. Keeps up to date in relation to all the new laws and regulations impacting DPDAI in the China / Hong Kong, and informs the business on the same. Provide input into data monitoring strategy, and acts on insights thereof

### **Essential Requirements:**

- Law degree, or business degree with executive education in Privacy.
- 7+ years of professional experience in an international law firm or legal department of an international company. Experience in the pharmaceutical/healthcare sector is a plus.
- Deep knowledge of global data privacy regimes and familiarity with data privacy compliance programs and frameworks
- 5+ years of professional experience in management position
- Excellent English and Mandarin

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Division

Ethics Risk & Compliance

Business Unit

Pharmaceuticals

Location

China

Site

Shanghai (Shanghai)

Company / Legal Entity

CN06 (FCRS = CN006) Beijing Novartis Pharma Co., Ltd

Functional Area

Legal & Intellectual Property & Compl.

Job Type

Full time

Employment Type

Regular

Shift Work

No

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Novartis is committed to building an outstanding, inclusive work environment and diverse teams' representative of the patients and communities we serve.

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