

## Data Regulation, Privacy and Compliance Manager

**Location:** 100% Remote  
(Full time)

**To apply** for this position please send your CV to [recruitment@singularitynet.io](mailto:recruitment@singularitynet.io) informing the job title in the email subject line.

As Data Regulation, Privacy and Compliance Specialist, you will manage, support and coordinate the broad and diverse project portfolio within SingularityNET.

### **What you should know about the SingularityNET organization**

SingularityNET is the world's leading decentralised AI platform and organisation. The SingularityNET decentralized network, and the associated nonprofit SingularityNET Foundation, were founded in 2017 with an extraordinarily ambitious and important mission: To work toward beneficial Artificial General Intelligence (AGI) guided and controlled in a democratic and decentralized manner. Now in an exciting exponential growth phase, SingularityNet is launching a number of inspiring and ambitious spin-off projects planned as part of its Phase 2 whitepaper, including infrastructure, media and biomedical projects.

Global and decentralised, SingularityNET works with a team of c.a. 100 talented scientists, engineers and operational experts, working either remotely or in hubs of excellence worldwide. At SingularityNET we value collaborative and creative ways of working, within a culture of openness and transparency where every team member is empowered to make their finest contribution and thrive. We are committed to diversity and inclusion and all candidates are welcomed and encouraged to apply irrespective of race, gender, age, religious beliefs, LGBTQ+ affiliation or any other minority characteristic.

### **What we are looking for:**

A Data Regulation, Privacy and Compliance Specialist candidate with a global overview who is enabled to signal data regulation, data privacy and compliance risks early, prioritize requests, and inform and advise the management on possible actions to take.

You will be working with globally distributed teams and departments including HR, Operations, Finance, Engineering and Central Management. Finally, you will work with innovative creative ways to automate and take a data-driven approach to planning and reporting, and an ability to assimilate and work with collaboration tools and complete analysis in spreadsheets. The role holder will also be capable of producing slick and meaningful status reports.

To fulfil this job successfully, a strong technology management background is important, with working knowledge of Robotics, AI, crypto and blockchain, as well as a successful track record of project/portfolio management in a fast-paced, continuously evolving environment. You have a service-oriented personality, and you are looking forward to working with a diverse set of experts and stakeholders across global time zones.

**Your responsibilities will include:**

- The candidate will be highly proficient across a range of privacy / data protection services, related to the creation, analysis, application and administration of:
- Privacy compliance and maturity assessments and audits,
- Privacy governance arrangements and target operating models,
- Privacy policies, standards and procedures,
- Records of processing and data mapping,
- Privacy risk frameworks, metrics and reporting,
- Privacy impact assessments and privacy by design principles,
- Privacy breach management and response procedures,
- Data transfer agreements / (standard contractual clauses) / BCRs (binding corporate rules).
- Data subject rights processes (DSARs (data subject access request), right to restriction of processing, rectification, erasure, right to be forgotten, data portability etc.)
- Data minimisation, anonymisation, pseudonymisation and encryption requirements and techniques,
- Privacy notices, marketing requirements and consent management.
- Expert of privacy solutions and technologies and how far they can stretch (background of Varonis, PrivacyEngine, OneTrust is highly advantageous)
- A strong awareness of Information Security including ISMS and security controls
- Broad knowledge of Third- party security requirements for privacy/data protection.
- Top level Project Management skills with a strong ability to communicate across all levels of business
- Oversee and contribute to the Compliance Risk Assessment on an ongoing basis to ensure compliance monitoring & testing is effective, is given the necessary priority & findings followed up on.
- Provide advice to the Management Team on relevant laws, rules and standards, ensuring the business is informed on developments as a regulated entity.
- Monitoring compliance requirements and assisting first line teams with queries that arise.
- Develop data monitoring and testing activities to mitigate the risks associated with the inappropriate or inadvertent disclosure of personal information or its unlawful processing.

- Respond to data incidents and report incidents to all stakeholders and investigate to determine controls remediation both locally and across the region.
- Drive a strong Compliance culture including regular training on compliance related matters.
- Organize efficient and effective meetings with participants and stakeholders
- Coach team members and peers in their day to day usage of regulations, tools and processes.

## **Requirements**

To be successful in this role you will need:

- A proven track record with 5-10 years experience in the role of (some of) Data Regulation, Privacy and Compliance regulations.
- Understanding of control frameworks and ability to implement a governance model.
- Experience with working in a fast-paced, complex, distributed environment, preferably a startup or scale-up organization
- Experience leading cross-functional teams to deliver projects with multiple dependencies and constraints
- Broad technical knowledge and eagerness to keep developing yourself and learn about the ins and outs of all the projects SingularityNET is undertaking
- High level of accuracy and excellent reporting and presentation skills
- Great communication skills
- Proficient in English, written and spoken
- Hands-on experience with Atlassian Confluence and Jira, and (Google) spreadsheets
- Flexibility in working hours, ability to work under pressure and adjust quickly to changing goals and timelines.
- Cryptocurrency knowledge.

## **What you will get in return:**

- Being part of one of the greatest AI and blockchain teams in the world that aims to create beneficial Artificial General Intelligence for the good of humanity
- Working on multiple projects that each have the potential to change the world in domains like health, finance, media, and computing
- A lot of freedom and responsibility in organizing your work hours and location
- Opportunities to advance your career in many potential directions
- Salary and benefits in line with your experience and location