

# Country DPDAI Manager - South Korea

Job ID  
REQ-10043196  
Mar 06, 2025  
South Korea

## Summary

- Ensures that the global DPDAI program is effectively implemented in country and coordinates advice and guidance on DPDAI topics to the Novartis business in the functions under his/her responsibility.

#LI-Hybrid

## About the Role

### Responsibilities:

- Distribute and implement relevant Data Privacy and AI Policies, Standard Operating Procedures (SOPs), and Guidelines, supporting on ePA requests, POP DP reviews, AI assessments under the guidance of the DPDAI Head South Korea.
- Implement DPDAI processes, templates and documents, providing translation support, when necessary.
- Act as a point of contact for the business, providing guidance and support in Data Privacy and AI matters. Escalating to DPDAI Head South Korea for Data Privacy and AI matters where necessary.
- Implementation of Data Privacy and AI controls , risk assessment recommendations, and compliance with applicable policies, laws, and regulations under the guidance of the DPDAI Head South Korea.
- Communicate with data subjects (internal and external) and provide translation support, when necessary. Educate associates about Data Privacy and AI principles and best practices through coordination; delivery of ongoing DPDAI training and awareness sessions.
- Work with DPDAI Head South Korea to develop a local country communication plan focusing on applicable local communications to increase awareness of Data Privacy and AI.
- Review and prepare consent forms, contract agreements, privacy notices in local language under the guidance of DPDAI Head South Korea.
- Prepare and disclose reports on handling of personal data to the DPDAI Head South Korea.
- Attend periodic meetings to share ideas, understand needs, and provide local suggestions on Data Privacy and AI topics.
- Maintain and improve local country DP Sharepoint site.
- Support and act on insights from data monitoring activities in the country.

- Knowledge of PIPA and AI regulations with applicability of data privacy and AI principles, understanding of Information Security Policy and Framework.
- Excellent communication skills with the ability to translate documentation (Korean / English) and facilitate communication between different parties.
- Awareness of business processes in Novartis Korea.
- Ability to collaborate and work effectively within a team environment.
- Strong organizational skills with attention to detail.
- Proactive and self-motivated with the ability to work independently.
- Proficient in Microsoft Office Suite.

### **Desirable requirements**

- Education: Law degree, or education in Privacy
- Languages: Korean, English
- At least +6 years of professional experience in an international company. Experience in the pharmaceutical/healthcare sector is a plus.
- Knowledge of global data privacy regimes and familiarity with data privacy compliance programs and frameworks

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Job Type  
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Employment Type  
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