



JOB OPPORTUNITY

About the CFPC

The College of Family Physicians of Canada (CFPC) is the professional organization that represents more than 45,000 members across the country. The College establishes the standards for and accredits postgraduate family medicine training in Canada's 17 medical schools. It reviews and certifies continuing professional development programs and materials that enable family physicians to meet certification and licensing requirements.

The CFPC provides high-quality services, supports family medicine teaching and research, and advocates on behalf of the specialty of family medicine, family physicians, and the patients they serve.

Our Vision: Leading family medicine. Improving lives.

Our Mission: Leading family medicine to improve the health of all people in Canada—by setting standards for education, certifying, and supporting family physicians, championing advocacy and research, and honouring the patient-physician relationship as being core to our profession.

Our Values: Caring; Learning; Collaboration; Responsiveness; Respect; Integrity; and Commitment to Excellence.

Our Goals:

1. Advancing Family Medicine
2. One Unified Voice
3. Transforming the CFPC

Position Title:	Information Privacy Coordinator
Vacancy#:	2026-15
Department:	Legal Services
Division:	Corporate Services
Reports to:	Manager, Information Privacy
Direct Reports:	No
Classification:	Individual Contributor
Status:	Permanent Full Time
Full Time Equivalent:	1.0
Bilingual (English/French): Yes/No	No
Salary:	\$78,506.64 - \$98,133.36

Summary

The Information Privacy Coordinator supports the delivery and operationalization of the organization's records management and privacy framework. Reporting to the Manager, Information Privacy, the role focuses on auditing and documenting information holdings, implementing records lifecycle controls, and supporting privacy risk management activities. This position leads the assessment, organization, and lifecycle management of legacy and current records across physical and digital environments, embedding privacy-by-design principles into information practices. Working collaboratively across departments, the Information Privacy Coordinator supports compliance with Canadian privacy

legislation, including Personal Information Protection and Electronic Documents Act (PIPEDA) and Québec's Law 25, while enhancing operational efficiency, transparency, and risk reduction.

Main Responsibilities include but are not limited to:

- **Essential Duties**

Records Management Program Development:

Establish and operationalize a formal enterprise records management program to ensure compliant, defensible, and consistent information practices across the College of Family Physicians of Canada (CFPC):

- Conduct organization-wide audits and assessments of physical and electronic records holdings to identify risks, gaps, redundancies, and non-standard practices
- Contribute to the development, documentation, and implementation of records management policies, standards, classification schemes, and governance frameworks
- Assist with the development, communication, and implementation of corporate-wide records retention schedules aligned with legal, regulatory, and operational requirements
- Define and promote best practices for records creation, organization, access, retention, archival, and secure destruction
- Provide functional advice and guidance to business units on records ownership, accountability, and stewardship responsibilities
- Validate records management practices through monitoring, review, and continuous improvement activities

Records Lifecycle & Legacy Data Management:

Manage and support the lifecycle of records across physical and digital environments to reduce risk and improve accessibility and defensibility:

- Manage records lifecycle activities across SharePoint, Microsoft 365, OpenText, physical archives, and third-party applications
- Coordinate legacy data clean-up, remediation, migration, and defensible disposition initiatives in collaboration with system owners and stakeholders
- Identify obsolete, redundant, and transitory records and support appropriate retention or destruction actions
- Support archival processes and ensure secure, documented destruction of records in accordance with approved retention schedules
- Provide guidance to departments on maintaining accurate, accessible, and well-organized records throughout their lifecycle
- Support audit readiness by ensuring records practices are documented and consistently applied

Privacy Coordination & Compliance Support:

Support the College's privacy program by coordinating privacy risk management and compliance activities across systems, processes, and data holdings:

- Conduct and assist with privacy risk assessments, including Privacy Impact Assessments (PIAs) and Records of Processing Activities (RoPAs), covering personal information data holdings, technologies/systems, business processes, and third-party data sharing activities
- Champion a Privacy-by-Design (PbD) approach by embedding privacy requirements into projects, technologies, and business processes by default
- Support the Manager, Information Privacy in investigating privacy incidents and breaches, including fact-finding, root-cause analysis, and the development and implementation of appropriate remediation actions
- Provide operational support for access requests, including coordination, investigation, response preparation, tracking, and reporting, in collaboration with the Chief Privacy Officer
- Manage privacy intake and workflow tools (e.g., Privacy Inbox), ensuring accurate tracking, documentation, and follow-up
- Assist with the preparation of privacy documentation and risk assessment outcomes for review and approval by the Manager, Information Privacy

Change Management, Training & Advisory:

Enable adoption of records management and privacy practices through training, advisory support, and governance coordination:

- Receive and triage internal privacy and records management inquiries, providing initial guidance, coordination, and interpretation of established standards and procedures, and escalating complex, sensitive, or high-risk matters to the Manager, Information Privacy.
- Liaise with staff across the College on privacy and records management matters, supporting consistent application of policies and practices
- Develop and deliver training materials, tools, and guidance to support staff understanding and compliance
- Manage group email inboxes related to privacy and records management, triaging and coordinating responses
- Support the Governance Committee and business unit meetings by coordinating meetings, taking minutes, synthesizing discussions, and tracking action items to completion
- Participate in ad hoc projects and meetings as a privacy and records management subject matter expert on behalf of the Information Privacy team

- **Related Duties**

- Ensure effective and professional communications with all internal/external contacts.
- Develop and maintain collaborative relationships at all levels of the organization.
- Work in accordance with all CFPC policies, procedures and processes, and all applicable legislation.
- Work in accordance with all health and safety requirements.
- Demonstrate behaviours aligned with the CFPC Values.
- Demonstrate competencies aligned with the CFPC Competency Framework.
- Contribute to delivering on the overall work plan of the department and strategic goals of the CFPC.
- Participate on special projects as required.
- Participate on internal staff committees or working groups as required.
- Assist with the onboarding of new team members as required.
- Support the team and collaborate with colleagues to ensure department needs are met including absence coverage and cross-training as required.

Requirements

- Undergraduate degree in Health Information Management (HIM), Information Governance, Records Management, Privacy, or a related discipline/field is required.
- 3 years of relevant experience is required.
- An industry recognized privacy or records management designation, such as: Certified Information Privacy Professional/Canada (CIPP/C) or Chartered Access & Privacy Professional (CAPP) is required.
- Verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively in English.
- Advanced knowledge on privacy Law and legislation; data privacy legislation
- Advanced writing and editing skills
- Intermediate process improvement
- Advanced knowledge of Customer service principles and practices
- Intermediate knowledge of Records management
- Core Competencies: Continuous improvement, customer orientation, courage, stress tolerance, communication, collaborating, influencing, work standard, facilitating change. Further details could be found [here](#).

Working Conditions

This role is based in Mississauga, and the successful candidate may have the ability to work remotely in accordance with the Organization's policies and procedures dealing with remote and/or hybrid work arrangements in effect from time-to-time. Our current hours of operation are Monday to Friday 8am to 5pm Eastern Time.

There is a certain sense of job satisfaction that comes from working for a not-for-profit organization such as the College of Family Physicians of Canada (CFPC).

If you share our values and would like to join our team of dedicated professionals helping the CFPC achieve its mission, please submit a cover letter and your résumé referencing the vacancy# 2016-15 to: careers@cfpc.ca by June 22, 2026.

We thank all those who apply for this opportunity. Only external applicants selected for further consideration will be contacted.

The CFPC is committed to equity, diversity, and inclusion in the workplace, and actively promotes a safe, healthy, and respectful work environment. Our hiring practices have been designed to ensure that applicants are protected from discrimination, human rights are respected, and individual needs are accommodated. We welcome and encourage applications from all qualified candidates regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

The CFPC is dedicated to advocating for improvements in the health care of Indigenous people. Click [here](#) to access our Indigenous Health Working Group (IHWG) action plan and learn more about what we are doing around cultural safety and reconciliation.

Throughout the recruitment and selection process, please advise Human Resources if you require any accommodation(s).