Privacy/Privacy Driver Responsibilities

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Edit:** 41 days ago |  |  | **Page Owner:** oxoprivacy@microsoft.com |  | **Last Editor:** Janelle Leonard (Chameleon Technologies Inc) |  |  |  |

< [Privacy](https://www.owiki.ms/wiki/Privacy)

Jump to navigation[Jump to search](https://www.owiki.ms/wiki/Privacy/Privacy_Driver_Responsibilities#p-search)

***Content missing that you'd like our team to add? Reach out to us at OXOPrivacy@Microsoft.com.***

There are two privacy-related roles in Office:

**Privacy Drivers** - one or two per engineering or product team (program manager and/or engineer)

**Privacy Managers** - four who support all of Office Experience Online (OXO) - over 4,000 engineers

With so many teams that the OXO Privacy Managers support, Privacy Drivers serve as the front line of privacy compliance for their team.

The current list of OXO Privacy Drivers along with their engineering team and the organizational area that they cover can be found here: https://microsoft.sharepoint.com/teams/OCSPrivacy/Lists/Leads1/AllItems.aspx.

**Note**: Make sure you let your team members know that you are their privacy resource and to approach you first with any privacy-related questions.

 As a Privacy Driver, you best understand what your team is doing and what privacy impacting changes are being made.  As the primary point of contact for privacy issues, you are expected to guide your team through any privacy-related processes or inquiries, such as privacy consults, reviews and audits.  Equipped with the right information, you can increase engineering velocity for your team by making privacy approvals in low and medium-risk situations.

The primary responsibilities for a Privacy Driver are:

1. Take Privacy Training **before** beginning privacy reviews and stay up-to-date on changes to Microsoft privacy practices
   * Also ensure everyone on your team takes the annual Privacy 101 training
2. Know what your **team is releasing** to ensure that each release has a Data Privacy Impact Assessment (via 1CS) that keeps it compliant)
3. Ensure your team is complying with **GDPR 'StayClean'** mandates by ensuring privacy reviews are occurring.
4. Answer **privacy-related questions** or follow up with OXO Privacy for answers
   * For high-risk issues, Office Hours with the OXO Privacy team are available every week
5. Respond to **audit inquiries** as needed
6. Work with Data Owner and OXO Privacy Manager (s) when a Privacy Incident occurs to determine resolution

[Category](https://www.owiki.ms/wiki/Special:Categories):

* [Privacy](https://www.owiki.ms/index.php?title=Category:Privacy&action=edit&redlink=1)