



Office of Audit, Compliance and Privacy

The Penn Medicine Privacy, University Privacy, and Institutional Compliance offices within Penn's Office of Audit, Compliance and Privacy are pleased to offer semester legal externships for 2L and 3L students. Applicants should be committed to exploring the practices of compliance and privacy in academic medicine and higher education.

The Privacy Offices focus on protecting constituents of Penn Medicine and the University of Pennsylvania such as patients, research subjects, students, faculty, staff, alumni, applicants, visitors and more as well as protecting the institution itself. The offices do so via core programs in the categories of education, training and awareness; risk assessment; risk mitigation; and oversight and monitoring. Often projects will center around assessing operations and systems from a privacy and compliance perspective, privacy monitoring using new technology such as artificial intelligence and data loss prevention, incident management and response, evaluating third party partners, and other risk assessment initiatives. Compliance areas of focus include federal privacy laws such as HIPAA, FERPA, TCPA, and GLBA as well as international law such as the EU GDPR; federal compliance laws such as HEOA, the Clery Act, and various health care regulations; and lastly state laws including PA laws protecting sensitive medical data and the California Consumer Protection Act.

Semester extern responsibilities include:

- Research and writing pertaining to legal requirements in privacy and compliance and their applicability to certain areas of the University of Pennsylvania and Penn Medicine;
- Supporting the evaluation and negotiation of third party agreements
- Assisting in the development of new policies and training materials
- Providing other support as needed and observing attorneys in various aspects of their work

Qualified applicants should:

- Have strong interpersonal and communication skills
- Strong analytical, critical thinking and problem solving skills
- Strong legal research and writing skills
- A strong interest in privacy, compliance, higher education and/or academic medicine

Externs will receive 4 credits/semester, and work a minimum of 12 hours (2 days)/week.

Applicants should email a cover letter, resume, unofficial transcript, and writing sample (all combined into one pdf document) to Penn Law's Externship Program:

externships@law.upenn.edu, by **May 24, 2019**.