Bitcoin Suisse

Bitcoin Suisse stands for premium crypto financial services for institutional clients, crypto foundations, family offices, asset managers, and high-net-worth individuals. Established in Zug in 2013 by crypto-native experts, Bitcoin Suisse today unites more than 200 professionals across Switzerland, the European Economic Area, the United Arab Emirates and Bermuda.

Group Data Protection Officer

You will have the following responsibilities

Based in our Bratislava office, you will lead and further develop the Bitcoin Suisse Group's data protection framework across multiple jurisdictions. Acting independently as the Group Data Protection Officer, you will advise governing bodies, management and business functions, and translate complex privacy requirements into practical and proportionate controls. The role combines strategic governance with hands-on responsibility for data subject requests, privacy reviews, incidents, vendor arrangements, training and regulatory reporting.

You will have the following responsibilities

- Own, maintain and continuously improve the Group-wide data protection and privacy framework, policies, standards and operating procedures
- Act as the central and independent point of contact for data subjects and relevant data protection and supervisory authorities across the Group's jurisdictions
- Advise the Board of Directors, Management Committee and business functions on obligations under the GDPR, Swiss FADP, ADGM Data Protection Regulations and Bermuda PIPA
- Maintain oversight of records of processing activities and support the identification, documentation and periodic review of lawful bases for processing
- Lead and advise on Data Protection Impact Assessments, privacy-by-design reviews and assessments of new products, systems, processes and AI use cases
- Manage data subject requests from receipt through verification, investigation, response and documented closure
- Lead the privacy workstream for personal data incidents, including triage, risk assessment, documentation, remediation and notifications to authorities or affected individuals where required
- Review and negotiate data processing agreements, cross-border transfer mechanisms and privacy clauses, and support privacy-related vendor due diligence and monitoring
- Oversee privacy notices, retention and deletion requirements, transfer impact assessments and the Group's approach to international data transfers
- Design and deliver mandatory and role-specific data protection training and ongoing awareness initiatives
- Monitor legal, regulatory and technological developments and translate them into proportionate changes to the Group framework
- Prepare regular and event-driven reporting to senior management and Boards on privacy risks, incidents, compliance status, controls and improvement measures
- Jointly own and further develop the Group’s AI governance framework with the CISO and AI Lead, defining responsibilities and embedding practical governance processes and controls for AI use cases
- Work closely with Legal, Compliance, Risk Control, Information Security, Technology, HR and business teams to embed a pragmatic culture of data protection and accountability

What you bring along

- University degree in law or a comparable relevant field; a recognised data protection qualification such as CIPP/E, CIPM

or equivalent is an advantage

- At least three years of relevant experience in data protection, privacy, technology law or a closely related legal or compliance role, ideally in financial services, fintech or another regulated industry
- Strong working knowledge of the GDPR is essential; familiarity with Swiss and other international data protection requirements is an advantage
- Sound working knowledge of DORA and the ability to translate its requirements into practical processes and controls
- Demonstrated experience with DPIAs, records of processing activities, data subject requests, personal data incidents, data processing agreements and international transfers
- Ability to act independently, exercise sound judgement and communicate clearly with Boards, senior management, authorities and operational teams
- Pragmatic, hands-on and business-oriented approach, with the ability to convert legal requirements into workable processes and controls
- Strong organisational and project-management skills, with the ability to manage several complex matters in parallel and meet regulatory deadlines
- Sound knowledge of AI governance, including AI-related risks, governance frameworks and practical controls, and the ability to work with the CISO and AI Lead to implement them; interest in digital assets and emerging technologies, with prior crypto or fintech experience an advantage
- Highest level of integrity, discretion and professional credibility
- Fluent written and spoken English and German; additional languages are an advantage

What we offer

- **Expertise:** Work with crypto-native experts in a highly regulated and fast-evolving industry
- **Culture:** A positive and supportive team culture built on shared goals, ambition and values
- **Activities:** Regular team events and activities
- **Ownership:** A high level of autonomy, visibility and responsibility
- **Fitness:** Multisport Card
- **Location:** Office in Bratislava's new downtown (Jurkovi□ova tepláre□)
- **Home Office:** Flexible hybrid working arrangements

Apply now