

# Information Governance Attorney

**PeopleSoft Job Code / Title:** 5423 / InformationGovAttorney  
**Department / Subdepartment:** Information Governance  
**Organizational Relationship:** Reports to the Manager of Information Governance Compliance  
**FLSA Status:** Exempt  
**UCM Level:** N/A  
**Last Updated:** March 3, 2026

## General Summary:

The Information Governance Attorney (IG Attorney) is responsible for advising on a variety of information governance issues to ensure that the firm's management of information meets applicable legal, ethical, security and privacy requirements in all jurisdictions in which the firm operates. The IG Attorney is responsible for developing, implementing and maintaining firm-wide and departmental policies, standards, procedures, and guidelines related to discovery, data management, information security, data privacy, artificial intelligence, and other information governance issues. In addition, the IG Attorney is responsible for implementing internal legal holds and coordinating the preservation, collection, and review of information for a variety of legal matters. This attorney is also responsible for reviewing confidentiality and security-related provisions within vendor contracts and client terms to align with firm policies and procedures. The IG Attorney will also serve as an advisor on the implementation of new technologies for information management and legal issues relating to information governance across the technology department and vis-à-vis our client-facing legal professionals. The IG Attorney serves as an "point of escalation" for others in the information governance department seeking advice on complex issues involving legal judgment.

## Essential Duties and Responsibilities:

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Manages preservation, collection, and review of documents and electronically stored information, including development of procedures and technologies for a streamlined, cost-effective electronic discovery/disclosure program for matters involving the firm as a party or custodian
2. Oversees the daily operation and maintenance of the firm's internal legal holds and collection and preservation of documents
3. Works with client-facing attorneys to review the confidentiality and security obligations in client agreements and outside counsel guidelines and ensure compliance with such terms
4. Provides internal pre-litigation data management; coordinates the collection of information for responses to discovery requests to the firm as a party or custodian, and file release requests; coordinates the destruction of information in response to protective orders and agreements with other parties, as well as at the end of the applicable retention period
5. Advises on security, privacy, and artificial intelligence issues, including assisting with the evaluation of new applications and services and reviewing the contractual terms for vendors providing such services
6. Develops internal policies, procedures, guidelines and best practices with respect to information governance issues, including security, privacy, and artificial intelligence issues
7. Communicates and explains legal and technical concepts to staff to ensure correct internal discovery and information governance processes are followed
8. Identifies risk factors affecting the internal discovery process and consults on firm-wide procedures to minimize firm liability

9. Keeps abreast of new technologies; reviews appropriate periodicals and journals; works with the Information Governance Compliance team and other personnel to assess training and development needs
10. Completes projects on various issues when needed
11. Promotes effective work practices, works as a team member, and shows respect for co-workers

## Knowledge, Skills & Abilities

- Excellent leadership skills (e.g., organizing, planning, problem-solving and decision-making) necessary for effective supervision
- Knowledge of the concepts, principles, management, and processing of electronically stored information (ESI) as they relate to legal matters, including the use of various ESI management and review tools and applications
- Knowledge of security laws, including breach notification laws
- Knowledge of privacy and artificial intelligence laws and regulations, especially the European Union privacy framework and other global frameworks
- Knowledge of document management systems such as iManage, etc.
- Knowledge of litigation support applications such as Nuix, Relativity and other database applications
- Knowledge and proficiency in a wide variety of software programs, including Microsoft Office
- Strong analytical skills needed for all primary duties of position, including comprehending and communicating data
- Organizational skills needed to manage time well, prioritize effectively, and handle multiple deadlines
- Ability to work in a team environment with a customer service focus
- Demonstrated ability to think creatively and provide strategic support to management and client-facing legal professionals
- High degree of proficiency in reading, writing, and speaking English language required
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Well-developed and professional interpersonal skills; ability to interact effectively with people at all organizational levels of the firm

## Position Specifications

### *Education*

- University degree in law required, additional coursework in technology-related field preferred
- JD or LLM degree from an ABA-accredited law school preferred
- Qualified / licensed to practice law in the jurisdiction in which the candidate resides, or a jurisdiction where Latham has an office

### *Work Experience*

- A minimum of two years' of relevant work experience preferred
- Experience with electronic discovery / disclosure, due diligence, or records management issues preferred
- Admission to at least one US State Bar required (United States candidates)
- Experience working in a US-based law firm preferred (non-United States candidates)

## Working Conditions and Physical Demands

- Frequently move (e.g., walk) around the office
- Spend extensive time using a computer, including use of a PC keyboard and mouse or similar data input devices required
- Travel may be required
- All Latham & Watkins positions are in a typical indoor office environment

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.