



Office of the Information
& Privacy Commissioner
Nova Scotia

The Office of the Information and Privacy Commissioner for Nova Scotia
Presents

Access & Privacy Essentials

Date: April 24, 2018
Time: 9:00 a.m. – 2:00 p.m.
Location: Orchards Room, Municipality of the County of Kings Office
87 Cornwallis Street, Kentville, NS
*Parking and entrance to room at the back of the building

The Office of the Information and Privacy Commissioner has developed an interactive workshop focused on how to deliver an access to information and protection of privacy program in Nova Scotia. This one day course is free of charge, includes an extensive toolkit, and is intended for anyone who has responsibilities related to the processing of access to information requests and/or has responsibilities for administering the privacy program of his/her public body or municipality. An Access & Privacy Essentials Toolkit will be emailed to registered participants in advance of the session.

The session is free. **Space is limited.**
RSVP required by April 16, 2018

Please RSVP to:

Julie Young
Executive Assistant to the Information and Privacy Commissioner
902-424-4684
oipecns@novascotia.ca

Access & Privacy Essentials (MGA & FOIPOP)

Course Outline

March, 2018

The Office of the Information and Privacy Commissioner has developed an interactive workshop focused on how to deliver an access to information and protection of privacy program on behalf of a public body or municipality in Nova Scotia.

This 5 hour workshop is free of charge, includes an extensive toolkit, and is intended for anyone who has responsibilities related to the processing of access to information requests and/or has responsibilities for administering the privacy program of his/her public body or municipality.

Workshop Outline - 5 hours

Introduction (15 min)

Access rules & tools (30 min)

Access problems (45 min)

Break (15 min)

Records retention - rules & exercise (30 min)

Privacy rules & tools (30 min)

Lunch (30 min)

Privacy Breaches (30 min)

- a. How to manage a privacy breach
- b. Develop a breach management protocol

Privacy problems (1 hour)

Next Steps, questions & wrap up (15 min)

Learning Outcomes

- Know the key steps to processing an access to information request within timelines.
- Be familiar with exemptions and how the major exemptions have been interpreted.
- Learn how to create and use a records retention schedule.
- Understand the privacy rules.
- Become familiar with key privacy tools.
- Be able to identify a privacy breach.
- Know the key steps to responding to a privacy breach.
- Produce a breach management protocol for your organization.
- Begin work on a privacy management program.

Toolkit

Each participant will be emailed a toolkit entitled, *Access & Privacy Essentials Toolkit : FOIPOP & MGA*

Access to Information – Rules & Tools	
	Tab
Rules:	
Access Rules At a Glance – FOIPOP, MGA Essential Access to Information Rules	1
Tools:	
Life Cycle of a Typical Access to Information Request	2
Request Processing Checklist	3
Time Extension Guidelines	4
How to Sever a Document Exemption Fact Sheet #1: Personal Information Exemption Fact Sheet #2: Third Party Business Information Exemption Fact Sheet #3: Solicitor-Client Privilege Exemption Fact Sheet #4: Threat to Safety	5
Sample Routine Access Policy for Universities & Colleges Sample Routine Access Policy for Municipalities	6
Sample Records Retention Schedule Sample Records Disposition Authorization Form	7
Protection of Privacy – Rules & Tools	
Rules:	
Privacy Rules At a Glance – FOIPOP & MGA Essential Protection of Privacy Rules	8
Tools:	
Disclosure of Personal Information Without Consent	9
Authority to Disclose, Access and Store Personal Information Outside of Canada	10
Privacy Impact Assessment Template – FOIPOP, MGA	11
Reasonable Security Checklist	12
Key Steps to Responding to a Privacy Breach	13
Privacy Breach Checklist	14
Privacy Breach Protocol Template	15
Privacy Management Program - At a Glance	16
How to Build a Privacy Management Framework – Getting Started	17
Instant Messaging and Personal Email Accounts Guide	18
Resources	
Table of Concordance between <i>FOIPOP</i> and <i>MGA</i>	19
Useful Websites	
Access & Privacy Tools Available on the OIPC Website	
Basic Access & Privacy Training for Staff <ul style="list-style-type: none"> • Powerpoint training deck • Handout (5 Minute Privacy Checkup) 	20