



# Syllabus - RUS2110

Human Resource Professionals are often involved in very sensitive employee matters requiring direction. This course provides that direction.

## RUS2110:

Administering records under Alberta's Access and Privacy Legislation *Personal Information Protection Act* (PIPA).

## Course Goal:

This course aims to prepare professionals to administer Canadian access to information and protection of privacy legislation, with an emphasis on Alberta's private sector. This will be done by examining key elements of the legislation, interpretations, technical tools, and legislation developments (mandatory breach reporting). Major legislation from other jurisdictions (Canada's PIPEDA) will be mentioned briefly as it relates to storage of *Personal Information* (PI) outside of Canada.

## Course Logistics

Location: Edmonton, Alberta / The Orange Hub

Date: SPRING 2020 (1 Full Day)

Instructor: Shannyn Rus, CIAPP-C

Total Hours: 7 Educational

Email Contact: [info@rustructconsulting.com](mailto:info@rustructconsulting.com)

Final Quiz: (Form Link given upon completion of the course material- same day)

Materials: All required materials will be provided.

Bring: personal water bottle, note taking pen/paper or device, positive attitude

COST: \$150.00 (includes training, hot lunch, refreshments and snacks, course materials, parking at location) \*\*MAXIMUM AMOUNT OF PARTICIPANTS 18

## Course Objectives

Upon completion of this training, participants will be able to:

- Demonstrate an understanding of the principles related to access to information & privacy legislation and the obligation of small businesses administering the legislation;
- Determine what types of information and records must be, may be, or are exempted from being disclosed;
- Develop organizational policies and processes for administering access and privacy legislation by creating a *Culture of Privacy and Respect for Access*;
- Explain how access and privacy legislation affects records management and archival holdings as well as organizational behaviour.

## Course Topics:

- Models for managing access and privacy administration;
- Developing policies, procedures, guidelines, and reference/assessment tools to manage key corporate access and privacy issues (ie: privacy breaches);
- Designing processes to locate, review, document, sever, and prepare records for disclosure and to make access decisions;
- Managing requests for review of access decisions and privacy complaints through mediation and inquiry by the *Office of the Information and Privacy Commissioner (OIPC)*;
- Impact of technology on the provision of access and privacy;
- Promoting awareness and orientation of access and privacy rights and responsibilities;
- Monitoring and evaluating the effectiveness of the information access and privacy program;

*\*\*Course topics can be amended to customize for audience*

## Format of the course:

- Full Day (7 hours training plus 1 hour lunch break plus 2-15 minute refreshment breaks = 8.5 hour day)
  - Facilitated in-class discussion
  - Exercises based on case studies (Small Group)
  - Quiz / Certificate of Participation

## Recommended Pre-Reading

- Personal Information Protection Act (PIPA) is Alberta's private sector privacy law  
<https://www.alberta.ca/personal-information-protection-act.aspx>
- Personal Information Protection Act (PIPA)  
<http://www.qp.alberta.ca/documents/Acts/P06P5.pdf>

