## Access & Privacy Essentials (MGA & FOIPOP)
## Training Outline

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

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