

Chief Privacy Officer Training

Building and leading an effective privacy management program in any organization is a daunting challenge. What personal information are you protecting? How do you respond to a privacy breach? And where are those breaches most likely to occur? The Office of the Information and Privacy Commissioner for Nova Scotia has developed a one-day training program for privacy champions in public bodies and municipalities.

Privacy Workshop Outline

1. Introduction to the role of Chief Privacy Officer – the first six months
2. How to engage your executive
3. How to conduct a personal information inventory
4. What is a privacy management program?
5. Group exercise: conduct a privacy management program gap analysis
6. Group exercise: develop a privacy oversight and review plan
7. Privacy breach management

Toolkit

Each participant will be emailed Chief Privacy Officer Toolkit consisting of:

- A. Chief Privacy Officer Checklist
- B. Privacy Management Program
 - a. Privacy Management Program Overview
 - b. Privacy Management Program Gap Analysis for Chief Privacy Officers
- C. Training
 - a. Training Deck: Access & Privacy Basics for Staff
 - b. Five Minute Privacy Checkup
- D. Security – Reasonable Security Checklist
- E. Privacy Impact Assessments – PIA Template
- F. Breach Management
 - a. Four Key Steps to Responding to Privacy Breaches
 - b. Privacy Breach Management Protocol Template
- G. Resources