

Privacy Breach Management – Are You Ready?

The Office of the Information and Privacy Commissioner has developed a workshop that will teach you how to recognize a privacy breach, how to respond effectively to the breach and how to prevent future breaches.

This three hour course is free of charge, includes a breach management workbook and is intended for anyone in an organization who manages personal information or who has responsibilities for administering the privacy program of their organization.

Workshop Outline – 3.5 hours

1. Introductions (10 minutes)
2. What is a breach and what are Nova Scotia’s privacy rules that apply? (30 minutes)
3. Key steps to managing a breach (45 minutes)
4. Create a breach management protocol for your organization (20 minutes)
Break (10 minutes)
5. Breach scenarios - practice responding to breaches (1 hour)
6. Next steps: security checklist – reducing your organization’s risk (20 minutes)
7. Questions (10 minutes)

Learning outcomes

1. Be able to identify a breach.
2. Know the key steps to responding to a breach.
3. Gain some experience in managing a breach.
4. Produce a breach management policy and protocol for your organization.

Workbook

Each participant will be emailed a Breach Management Workbook consisting of:

1. Privacy rules summaries for *FOIPOP* and the *MGA*
2. Four key steps to responding to a privacy breach
3. Risk rating exercise table
4. Breach management protocol template
5. Breach scenarios
6. Five minute privacy checklist
7. Security checklist – short version