

Chief Privacy Officer Training – The First Six Months

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 especially for privacy champions in public bodies and municipalities. The training will be led by Catherine Tully, Information and Privacy Commissioner for Nova Scotia and Amanda Maltby, General Manager of Compliance and Chief Privacy Officer for Canada Post Corporation. Their knowledge and experience will provide practical guidance and useful tools on getting an effective privacy management program off the ground.

Cost: Free but space is limited. **Attendees must register in advance by Wednesday, October 25.**

Who Should Attend: Privacy champions and privacy leaders in public bodies & municipalities.

When: November 29, 2017 - 9:00 a.m. to 3:00 p.m.

Where: 5670 Spring Garden Road, Suite 509, Halifax

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

Workbook

Each participant will be emailed the 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: Privacy Essentials for All 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

Register on or before Wednesday, October 25: 902-424-4684 or email oipecns@novascotia.ca