

IM Aware

Privacy

Thanks for tuning in.
The Live Event will begin shortly!

Ask questions using the Q&A function.

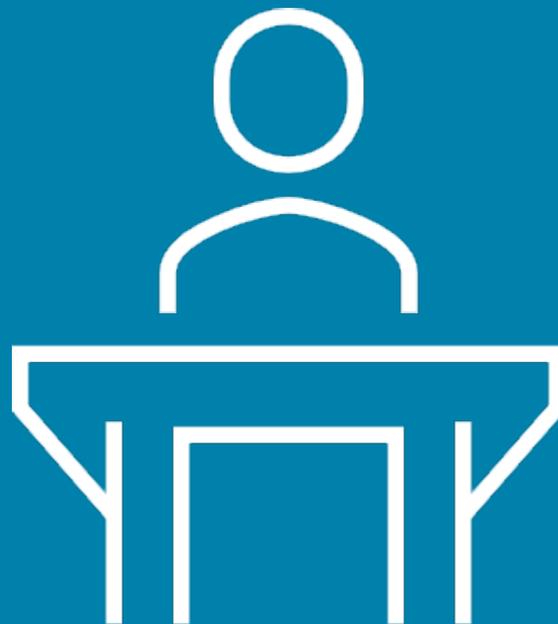
Your microphone is automatically muted.

Your camera will not be in use.

Turn your audio up to ensure you can hear the presenter.



Director Update

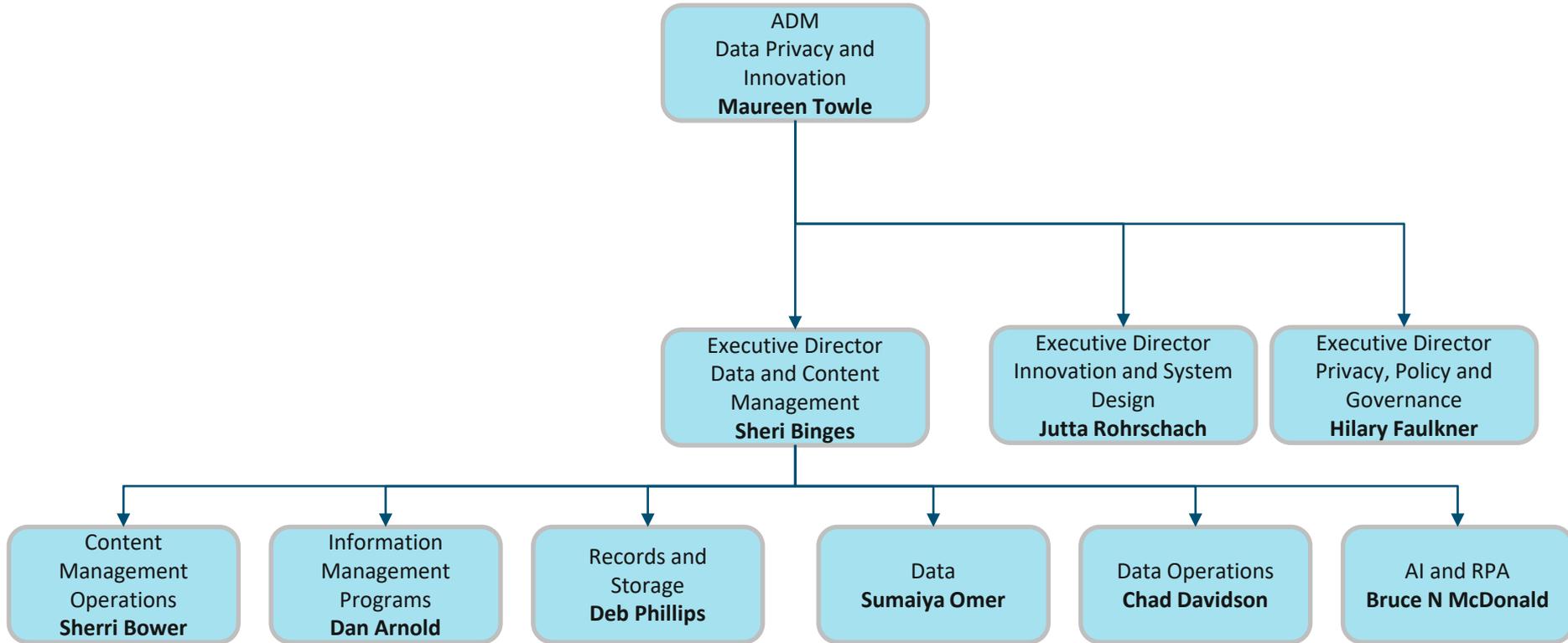


IM Aware Dec 2023

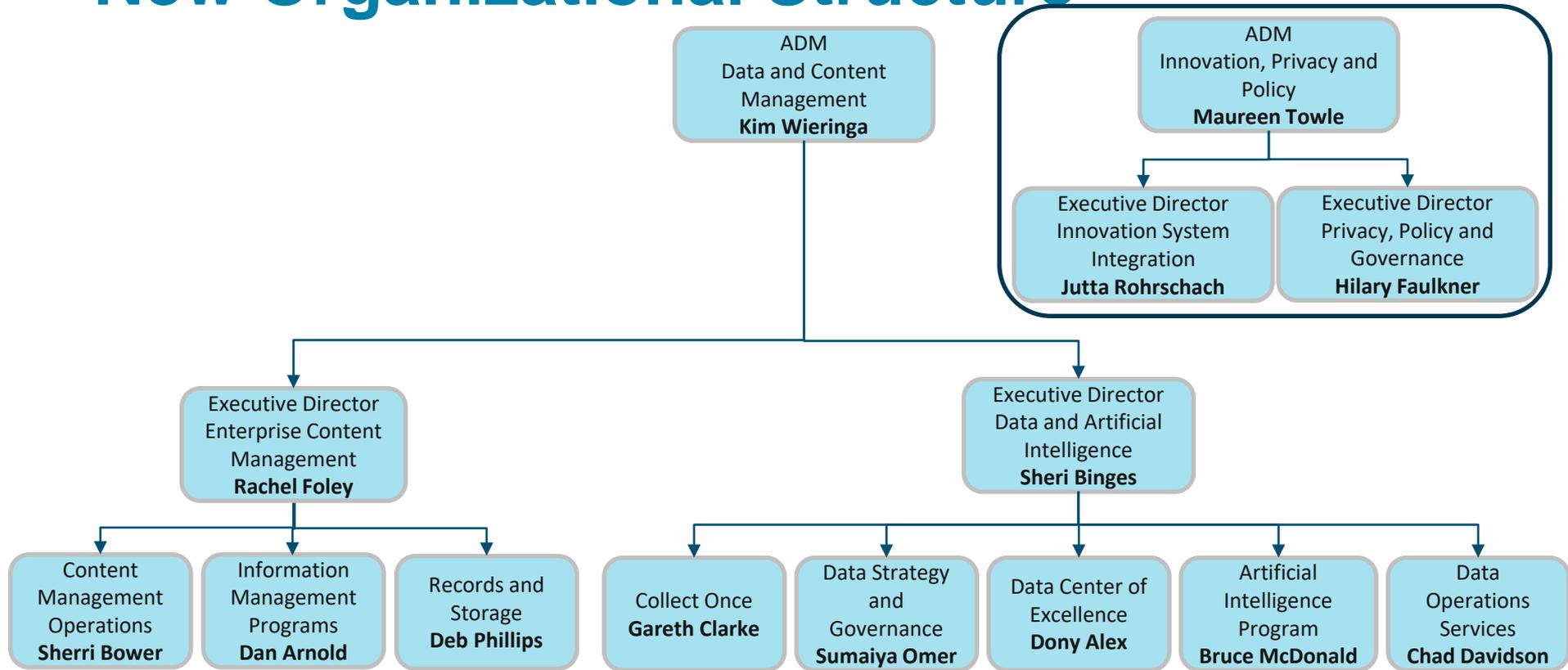
Dan Arnold, Director IM Programs
Data and Content Management Branch



Old Organizational Structure



New Organizational Structure



Content Management Services Site

- Website

<https://abgov.sharepoint.com/sites/S600D27-DCM>

- GoA only

- Content is dynamic so will change as we get feedback.

- Please provide us feedback so we can make it useful for you!



About the site ⇄

The Content Management Services site provides important information on the content, information and records management services and guidance provided by the Enterprise Content Management (ECM) Branch to clients across the Government of Alberta.

This site also consolidates contact information, frequently asked questions, and highlights important content management resources.



How are we doing?

Click the button below to submit site feedback.

Site Feedback

ECM Quick Links



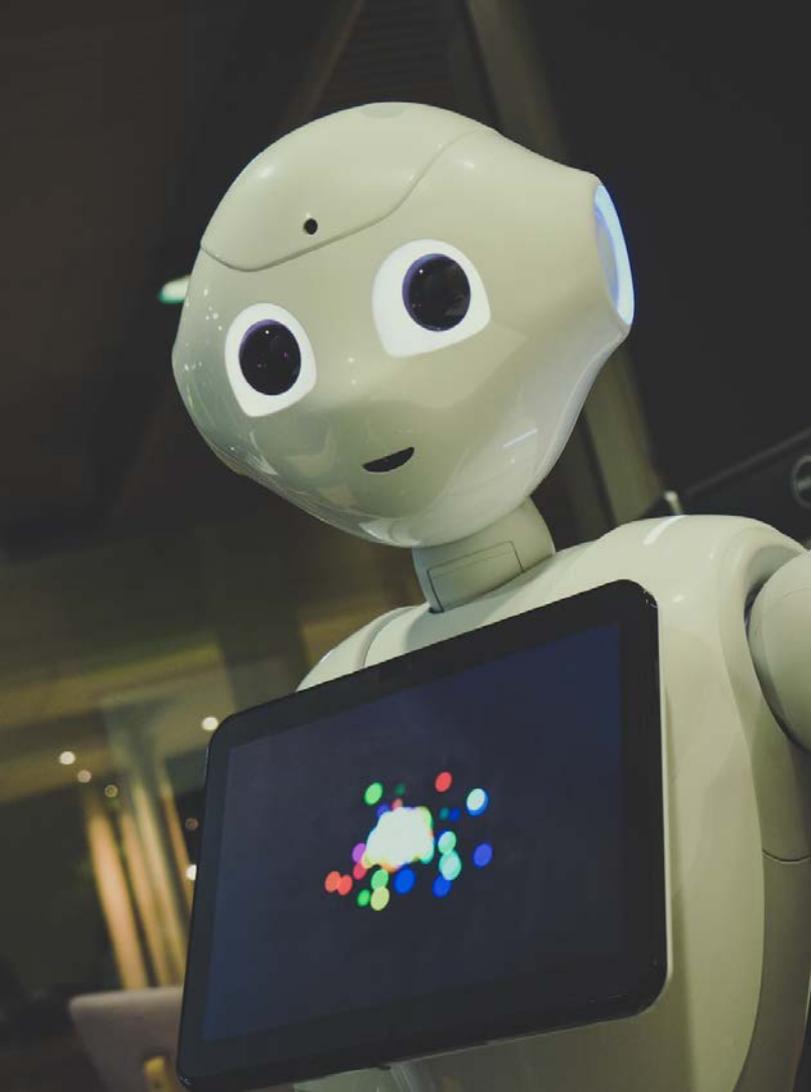
IMT Service Partners



Functional Classifications

- The Agile FCT classification is now completed and available in SPO.
 - Wiki and Training videos are available: [Functional Classification Taxonomy](#)
- Questions can be sent via BERNIE to the
 - [Content Management Advisory Service](#)
- The first Functional schedule “Finance” is now complete and awaiting approval at ARMC.





GovLabs.ai project

- Investigate automation to functionally classify content:
 - Focused on supporting the SharePoint online migration
 - Presentations on findings will be developed in January
 - Looking to have another intake in May 2024 to further develop and refine capability



Secure Shredding RFP

- Our Shredding contract is expiring
- Team has worked hard to get new RFP out on the streets.
- RFP just closed on Dec 8 and the team is starting the review process
- There will be no break in service for Locked Bins.

Information Controller Training

- Information Controller Training
 - Aiming for a launch in Q4 of 2023/24



Thanks

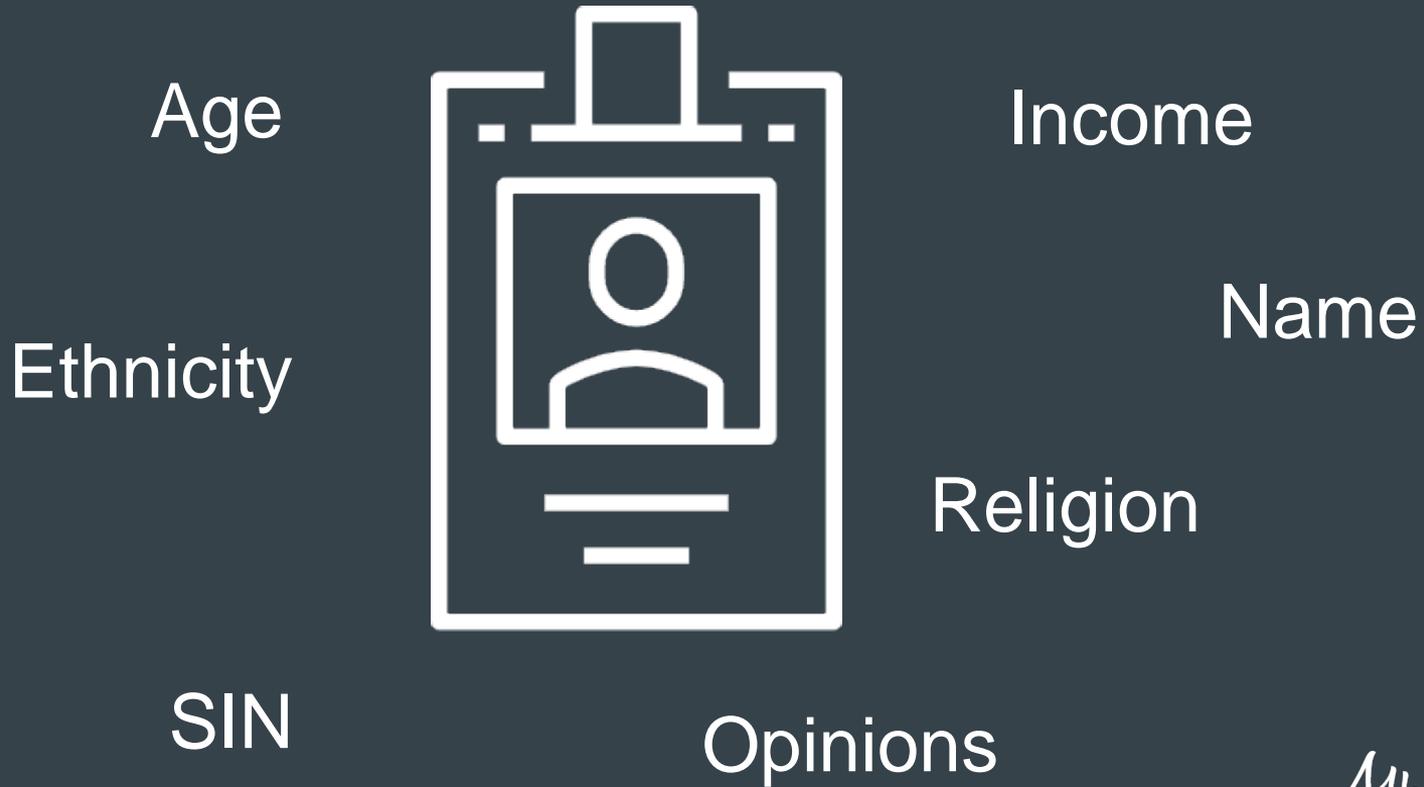
Privacy Services



December 12, 2023

What does “privacy” mean?

What is “personal information”?



Personal Information

Collection

- Public bodies can collect only under the following circumstances:
 - Parent legislation authorizes it;
 - It is for the purposes of law enforcement; or
 - The information is necessary for the program or service to operate.
- Direct vs Indirect Collection

Use

- Personal information may be used only:
 - For the purpose for which it was collected or for a consistent purpose;
 - The individual the information is about has consented to the use; or
 - For a purpose for which the information may be disclosed.
- Personal information may be used only to the extent necessary to carry out a purpose in a reasonable manner

Disclosure

- Personal information may only be disclosed to the extent necessary to carry out a purpose in a reasonable manner
- Require authority to disclose personal information
 - i.e. to an officer or employee of a public body or to a member of the Executive Council, if the disclosure is necessary for the delivery of a common or integrated program or service and for the performance of duties of the officer or employee or member to whom the information is disclosed

Privacy By Design

Advances the view that privacy cannot be assured solely by compliance with regulatory requirements; rather, privacy must become a default mode of operation to assure Albertans that their personal information is protected.



Privacy considerations (including risk identification and reasonable risk mitigation steps) must be emphasized repeatedly at all levels, in all aspects of design, operation, and management.



Engaging with your privacy team early is critical to ensure a privacy by design approach is taken.

Role of Privacy Services

- Privacy Advice
- Privacy Breaches
- Privacy Assessments

Public bodies supported by Privacy Services are asked to contact privacy@gov.ab.ca if they are considering doing any new work involving personal information

Privacy Advice

- Privacy Services provides advice regarding the collection, use, disclosure, retention, and disposition of personal information, in accordance with the FOIP Act.

Example: Collection Notice

- Collection must be authorized by section 33:
 - No personal information may be collected by or for a public body unless:
 - Authorized by an enactment of Alberta or Canada;
 - For law enforcement purposes; or
 - The information relates directly to and is necessary for operating a program or activity of the public body.
- Under section 34(2), individuals must be informed of:
 - Purpose of collection;
 - Specific legal authority for the collection; and
 - Who can answer questions about the collection.

Sample Collection Notice Template

The personal information collected through (name of form/website/program) is for (Purpose Statement). This collection is authorized by section 33 of the *Freedom of Information and Protection of Privacy Act* (cite the applicable subsection(s) of section 33) and* (any other enactment that expressly authorizes the collection include the name of the enactment and relevant sections). For questions about the collection of personal information, contact (Contact Information: business title/organization at [telephone number], by email at [email address], or mail to [mailing address]).

**Add additional legislation if it applies, as per Element 2 of the standard.*

Considerations when providing privacy advice:

- What personal information is being collected?
- Is it the minimum amount of information necessary?
- What is the rationale for collection of the personal information?
- Is there is legal authority(ies) for collection, use, or disclosure of this personal information?
- Is the appropriate Collection Notice is in place for the collection of this information?
- Is the program area is aware of the rules around retention and disposition?

Privacy Breaches

- Privacy Services provides guidance, advice, and support to program areas in the case of privacy breaches and incidents.
- *A “privacy breach” is the loss of, unauthorized access to, or disclosure of, personal information. Breaches can happen when personal information is stolen, lost or mistakenly shared.*
- What do I do if there is a privacy breach?



Causes of Breaches include:

- Human error
- Theft/Malicious Intent
- Uninformed Decisions

Privacy Assessments

- Privacy Services provides support to program areas in the completion of privacy assessments.
 - Privacy Services works with the program area to review the project documentation and oversees the preparation of a formal privacy assessment.

Considerations when doing a privacy assessment:

- Collection, storage, use, disclosure
- Personal data elements
- System access and management
- Retention periods

Privacy Assessments

- Data elements collected, used and disclosed as part of a government program, service or system;
- Determine and map legislative authority for the program area to utilize the personal information in the proposed manner;
- Identify use of personal information in any data linkages with other programs, services, systems or public bodies;
- Identify technical and administrative security risks and proposed mitigation strategies;
- Address access controls and authorities for different staff; and
- Identify retention periods for various personal information.

Questions?



Fact or Myth

The truth around privacy, information management,
and cybersecurity

Meredith Giel – Director Access, Policy and Privacy

Dan Arnold – Director IM Programs

Billy Ma – Executive Director Cybersecurity Services

Fact or myth – information management

Email is a private communication mechanism.

Fact or myth – access, policy, and privacy

You are using a survey to collect personal information and have put a collection notice at the start of the survey which provides an email address as the contact information. This is sufficient.

Fact or myth – cybersecurity

All cyber threats come from outside the organization.

Fact or myth – information management

Scanning is a great way to get rid of paper records.

Fact or myth – access, policy, and privacy

FOIP and Privacy are two different things.

Fact or myth – cybersecurity

Cybersecurity is solely an IT department's responsibility.

Fact or myth – information management

Just saving your documents in SharePoint online will make you compliant to all records management requirements.

Fact or myth – access, policy, and privacy

You are working on a project that will include using health information from Health. Privacy Services has told you that you have the authority to collect this personal information under FOIP so you can proceed.

Fact or myth – cybersecurity

Strong passwords are enough to keep your accounts safe.

Questions?

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Thanks for tuning in. Please take a few moments to complete our survey.

To join our mailing list email:

sa.informationmanagement@gov.ab.ca

