

## Employee Privacy Training Policy

### 1. About this document

This policy defines requirements for employee privacy training for departments.

### 2. Definitions

**Privacy training** is the training developed by the ATIPP Office on the collection, use, disclosure, and protection of personal information.

**Personal information** is as defined in the ATIPP Act.

**Confidential personal information** is as defined in the ATIPP office's *Personal Information Classification Guidelines*.

### 3. Application

This policy applies to all government departments as listed in GAM 2.1, with the exception of any programs holding information subject to the *Health Information and Protection of Privacy Act* (HIPMA).

### 4. Authority

This policy is issued under GAM 2.27 and was approved by the Deputy Minister of Highways and Public Works on February 13, 2017.

### 5. Employee Training Policy Statement

- All employees who collect, create or access personal information must complete privacy training within one year of the approval of this policy by the Deputy Minister of Highways and Public Works.
- As of September 1, 2017, all new employees who collect, create or access personal information must complete privacy training within the first 3 months of their employment.
- Programs that manage "confidential personal information" must determine whether additional training is required and, if needed, develop specific training that pertains to managing such personal information. Any additional training shall be developed in collaboration with and reviewed by the ATIPP Office prior to offering the training.

- Departments that wish to create their own training on the collection, use, disclosure, and protection of personal information must receive the approval of the Director, Corporate Information Management prior to developing the training. Any such training shall be developed in collaboration with and reviewed by the ATIPP Office prior to offering the training.

## 6. Roles and Responsibilities

Deputy Heads will:

- Ensure that privacy training is completed by all employees.
- Support privacy management within their department.

Privacy officers will:

- Coordinate and collaborate with the ATIPP office when developing additional training.
- Support their department in ensuring its employees understand their responsibilities for protecting personal information.
- Ensure any new training is shared with members of the Privacy Advisory Committee.
- Ensure this policy is communicated to program managers.
- Report on programs' reported completion of privacy training, if requested.
  - Reports will include, at minimum, a list of programs within the department, the number of employees within each program and the number of employees who have completed the training.

The ATIPP office will:

- Support privacy officers and program managers in complying with this policy and privacy legislation.
- In addition to privacy training on the collection, use, disclosure, and protection of personal information, develop additional training material related to managing personal information.

Program managers will:

- Ensure privacy training is completed by their employees.
- Maintain records of employees' completion of privacy training.
- Determine when follow-up training may be required for their employees.

Department staff will:

- Complete all required privacy training.
- Report to their program manager when training is complete.