

CUSTOMIZED ACCESS & PRIVACY TRAINING FOR MUNICIPALITIES

Bustin Consulting Limited and McInnes Cooper are collaborating to provide local public bodies with the knowledge and the practical tools needed to understand their obligations and the changes they will need to make to their operations to maintain compliance with the *Right to Information and Protection of Privacy Act* (RTIPPA) beginning on September 1, 2012. We have designed a customized training program that leverages our collective expertise with privacy and access law and risk management and its application to the public sector while being mindful of the limited resources of public bodies. Below is a recommended outline of focused, practical workshops organized in a modular fashion, delivered in-house to you and fully customizable to meet your needs.

CUSTOMIZED IN-HOUSE SOLUTIONS

FOUNDATIONAL TRAINING	1.0 Management Duration: 3 hours
	Focus: Managers' compliance responsibilities; ways to proactively identify and manage access and privacy risks Approach: Practical and non-technical, case studies and knowledge test questions Attendees: Directors, Managers, Municipal Clerks, Access and Privacy Coordinators
Total recommended: 5 hours	2.0 Access and Privacy Coordination Duration: 2 hours
	Focus: Technical emphasis and application of RTIPPA exceptions Approach: Facilitated discussions and case studies Attendees: Municipal Clerks, Access and Privacy Coordinators, others requiring a technical understanding of RTIPPA Prerequisite: 1.0 Management

For additional training options, see next page.

Choose from 2 of the following Specialized Sessions for a total of up to 2.5 additional training hours.

**SPECIALIZED
TRAINING MODULES
– CHOOSE 2**

Total recommended:
2.5 hours

3.0 Employee

Duration: 1 hour

Focus: Build awareness of basic privacy and access and principles

Approach: Practical, simple and non-technical

Attendees: Staff who require a basic, general understanding of their obligations

4.0 Human Resources

Duration: 1 hour

Focus: Employee privacy considerations including recruiting and hiring, workplace monitoring, etc.

Approach: Detailed application of HR-specific case studies and scenarios

Attendees: Human Resources staff, Managers with supervisory responsibilities

Prerequisite: 1.0 Management

5.0 Elected Officials

Duration: 1.5 hours

Focus: Highlights elected officials obligations for managing records and protecting privacy, the impact of RTIPPA on council records and limitations on elected officials' right of access

Approach: Practical and non-technical

Attendees: Elected Officials, Senior Managers and Assistants

6.0 Municipal Police Forces

Duration: 1 hour

Focus: Overview of key access and privacy topics relevant to law enforcement

Approach: Application of case studies and scenarios

Attendees: Law enforcement administrators

Prerequisite: 1.0 Management

7.0 Topic of Your Choice

Duration: 1 hour

Focus: Each role, function and municipality collectively often have unique challenges which are 'top of mind.' This session will walk through any scenarios or topics of your choice

Approach: Facilitated case studies, role playing, and/or presentation

Attendees: All applicable staff

Prerequisite: 1.0 Management

Contact Kim or David for additional information or to register:

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