

Introduction:

Freedom of Information and Protection of Privacy Act (FOIP Act) training is available to support public bodies in the effective administration of the legislation.

Who:

Courses can be taken by any employee of a public body as defined by s. 1(p) and (e) of the FOIP Act. This includes anyone who is a *volunteer, appointee or student* performing a service for a public body or a person in a *contract or agency relationship* with a public body. Public bodies include:

| | |
|-----------------------|-------------------------------|
| Government of Alberta | Municipalities |
| Métis settlements | Housing management bodies |
| School Jurisdictions | Post-secondary institutions |
| Public libraries | Police services & commissions |
| Health care bodies | Drainage districts |

When:

Courses are scheduled September through May each year. Onsite courses can be booked any time at the mutual convenience of the public body and Cenera. The online course can be taken any time.

Where:

Courses are held in Edmonton and Calgary throughout the year (See "Instructor-led Training Schedule"). As well, any of the four courses can be delivered onsite (contact Service Alberta for more information or to book an onsite course).

What:

There are four instructor-led courses and one online course developed by Service Alberta, the department responsible for the province-wide administration of the FOIP Act. Service Alberta has contracted the delivery of these courses to Cenera, who handles registration, billing and in class instruction. A Certificate of Completion is provided for each course.

Why:

Courses are designed to give employees of public bodies an awareness of the FOIP Act and their obligations under it. The more in-depth courses are designed to prepare employees who are responsible for the administration of the FOIP Act for their public body the knowledge and tools to be successful.

Instructor-led Training - Overview:

General Awareness:

This is a half day course designed to provide a broad overview of the basic concepts of access to information and protection of privacy as well as the impact of the FOIP Act on public bodies.

Audience: employees not responsible for administering the FOIP Act for their public body but who need to have a general knowledge about how the FOIP Act works.

Prerequisite: None

Cost: \$140

Introduction and Privacy Day 1:

This is a full day course that provides an in-depth introduction to the FOIP Act focusing on the protection of privacy provisions. Participants will gain an understanding about the obligations public bodies have when collecting, using, disclosing, storing and disposing of personal information.

Audience: New FOIP Coordinators and employees whose jobs require them to deal with personal information on a regular basis.

Prerequisite: None

Cost: \$220

Access to Information Day 2:

This is a full day course that provides a comprehensive look at the right of access under the FOIP Act. Participants will gain an understanding about the principals of access and the current interpretation and application of exceptions to disclosure. Participation in exercises and a case study will provide practice in applying the principals and concepts learned.

Audience: New FOIP Coordinators and employees deal with access to information requests and decisions on routine disclosure on a regular basis.

Prerequisite: Day 1

Cost: \$220

Managing a FOIP Program Day 3:

This is a full day course that provides an overview of the requirements for an effective FOIP program within a public body. Topics covered include managing the access request process, developing policies and procedures for protection of privacy, due diligence exercises such as Privacy Impact Assessments, and preparing for reviews and investigations by the Office of the Information and Privacy Commissioner.

Audience: New FOIP Coordinators or managers responsible for the FOIP Act within their public body.

Prerequisite: Day 2

Cost: \$220

Onsite Training:

Any of the instructor-led training courses can be given at your workplace. There is no minimum number of participants, but, we recommend no more than 20-25 to allow for discussion and maximize participation.

If your public body only has a few participants interested in an onsite training session, you may wish to get together with other public bodies in your region and book a joint session to share costs.

Cost:

Half-day session: \$1,750*

Full-day session: \$2,950*

*Plus GST and/or travel expenses, if applicable.

Instructor-led Training Schedule

| COURSE | DATE | LOCATION |
|--------------------------|--------------------|----------|
| Introduction and Privacy | September 27, 2016 | Edmonton |
| Access to Information | September 28, 2016 | Edmonton |
| Managing a FOIP Program | September 29, 2016 | Edmonton |
| General Awareness (PM) | October 05, 2016 | Calgary |
| Introduction and Privacy | October 25, 2016 | Calgary |
| Access to Information | October 26, 2016 | Calgary |
| Managing a FOIP Program | October 27, 2016 | Calgary |
| Introduction and Privacy | November 09, 2016 | Edmonton |
| Introduction and Privacy | November 29, 2016 | Edmonton |
| Access to Information | November 30, 2016 | Edmonton |
| Managing a FOIP Program | December 01, 2016 | Edmonton |
| Introduction and Privacy | January 24, 2017 | Edmonton |
| Access to Information | January 25, 2017 | Edmonton |
| Managing a FOIP Program | January 26, 2017 | Edmonton |
| General Awareness (PM) | February 08, 2017 | Calgary |
| General Awareness (PM) | February 22, 2017 | Edmonton |
| Introduction and Privacy | April 04, 2017 | Calgary |
| Access to Information | April 05, 2017 | Calgary |
| Managing a FOIP Program | April 06, 2017 | Calgary |
| Introduction and Privacy | May 03, 2017 | Edmonton |
| Introduction and Privacy | May 16, 2017 | Edmonton |
| Access to Information | May 17, 2017 | Edmonton |
| Managing a FOIP Program | May 18, 2017 | Edmonton |

Need Help?

For more information about how to register in and pay for the scheduled courses, or space availability contact:

Cenera

FOIP Course Administrator

1100, 1015 – 4 Street SW

Calgary AB T2R 1J4

Phone: 403-294-3776

Fax: 403-294-0513

training@cenera.ca

For more information about the course content, concerns, or booking an on onsite session at your workplace contact:

Service Alberta

Information Access and Protection

3rd Floor, Commerce Place

10155 – 102 Street NW

Edmonton AB T5J 4L4

Phone: 780-415-2407

Fax: 780-427-1120

FOIPTraining@gov.ab.ca

| Edmonton | Calgary |
|---|--|
| University of Alberta Lister Centre, Alberta Room 11613 – 87 Avenue NW Edmonton AB T6G 2H6 Map and Directions | SAIT Polytechnic – Southern Alberta Institute of Technology Room AA109, Heritage Hall Bldg. 1301 - 16 Avenue NW Calgary AB T2M 0L4 Map and Directions |

| Course Times: | General Awareness: 1:00 pm to 4:30 pm |
|---------------|---------------------------------------|
| | Full day courses: 8:30 am to 4:30 pm |

Did You Know?



Service Alberta also has an **online awareness course** for the FOIP Act.

FOIP: Focus on Privacy, is an interactive course designed to give a basic overview of information and privacy and the FOIP Act. It should take about one to two hours to complete, and is a self-assessment tool. There is an option to print a certificate at the end of the quiz part of the course, and this must be done at the time you take the course. You do not need to register in this course and it is available for anyone to take, any time.

To take the course, go to Service Alberta's FOIP Act website's [Online Training](#) page.

How to Register in Instructor-led Scheduled Courses

Registration is handled by Cenera. Participants may register in any of the scheduled courses if:

- They are an employee of a public body. *Remember, this includes: volunteers, appointees, agents, contractors and students of a public body.*
- They have any necessary prerequisites completed with the last year.

To register:

- Go to Cenera's online registration page: <http://cenera.ca/about-cenera/upcoming-events-webinars-training/>
- Select the course(s) you would like to register in by adding the desired courses to your shopping cart.
- When done your course selection, click the *PayPal* check out for payment. **Note: you do not require a PayPal account. Payment can be made through PayPal using Visa, MasterCard, or PayPal account.**

If you are having difficulty registering online or are unable to register online, please contact the FOIP Training Administrator at 403-290-0466 or 1-800-387-8797, or by email at training@cenera.ca.

After Registration

Cenera will email participants a confirmation of registration and provide details of about the course. If the course you want to take is full, Cenera will let you know when the next scheduled course is available.

If you have questions about your registration status, payment or about the course details, contact Cenera.

Cancellations or Substitutions

If there are less than 11 participants, the scheduled course will be cancelled. Cenera will notify you if you are registered in a cancelled course and discuss options for moving your registration to another scheduled course.

Please register early to avoid cancellation of courses!

If you need to cancel your registration, the cancellation deadline is **14 calendar days prior to the date of the scheduled course.**

Refunds will only be provided if written notice is received by Cenera prior to the cancellation deadline. After this, participants may send a substitute in their place, or choose another eligible course in the current FOIP Training Calendar.

To Register, go online to Cenera's online registration page:
<http://cenera.ca/about-cenera/upcoming-events-webinars-training/>