



Introduction

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

Instructor-led training is available to current employees of public bodies as defined under section 1(p) of the FOIP Act including:

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

The instructor-led training program includes the five courses described in this calendar. Courses are held in Edmonton and Calgary several times a year. A one-time offering of courses is scheduled in Red Deer with a surcharge to cover added costs. Arrangements can also be made for delivery of training at your workplace.

The courses in this program have been developed by Service Alberta, the ministry responsible for the province-wide administration of Alberta's FOIP Act. The ministry has contracted with Cenera to deliver the courses and handle course registrations and billing.

An interactive online course (*FOIP: Focus on Privacy*) is also available. Designed specifically for employees of all levels within public bodies, it provides a basic overview of the concepts of informational privacy and requires 1-2 hours to complete. To take the course, go to the FOIP website [Online Training](#) page.

Instructor-Led Courses

A detailed list of topics covered in each course is provided on the [Course Descriptions](#) page on the FOIP website.

Introduction and Privacy - Day 1

This course provides an introduction to the FOIP Act with a focus primarily on the Act's privacy provisions. Participants will understand the requirements for protecting personal information, including the collection, use, disclosure, accuracy, linkage and disposition of personal information. A Certificate of Completion is provided.

Audience: New FOIP Coordinators and public body employees with a role in the protection of personal information

Prerequisite: None

Cost: \$200 for Edmonton or Calgary, \$250 for Red Deer

Access to Information - Day 2

Participants will gain a comprehensive understanding of the right of access, how to apply the principles which underlie access to information and the principles governing the interpretation and application of exceptions to disclosure. Exercises and a case study dealing with requests for access to information will provide additional practice for participants. A Certificate of Completion is provided.

Audience: New FOIP Coordinators and public body employees who are involved in processing FOIP requests or who are responsible for making decisions on routine disclosures of information

Prerequisite: [Introduction and Privacy \(Day 1\)](#)

Cost: \$200 for Edmonton or Calgary, \$250 for Red Deer

Managing a FOIP Program - Day 3

This course focuses on the administrative requirements for managing an effective FOIP program or function within a public body, such as managing the FOIP request process, developing a privacy protection plan, understanding the requirements for a Privacy Impact Assessment and preparing for reviews and investigations by the Office of the Information and Privacy Commissioner. A Certificate of Completion is provided.

Audience: New FOIP Coordinators or managers who are responsible for FOIP within a public body

Prerequisite: [Introduction and Privacy \(Day 1\)](#) and [Access to Information \(Day 2\)](#)

Cost: \$200 for Edmonton or Calgary, \$250 for Red Deer

FOIP General Awareness

This half-day session is 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 and staff.

Audience: Public body employees who are not responsible for FOIP but require a basic overview of the concepts of protection of privacy and access to information

Prerequisite: None

Cost: \$125 for Edmonton or Calgary, \$150 for Red Deer

Managing Contracts under the FOIP Act

This course, which is based on the [Managing Contracts under the FOIP Act guide](#), provides Government of Alberta contract managers and FOIP staff with the information and tools necessary to ensure compliance with the FOIP Act throughout the contracting process.

Audience: GoA contract managers and FOIP staff involved in preparing, reviewing or managing contracts.

Local public body staff may also register, however, participants should be aware that the course content focuses on government procurement and records management policies and processes.

Prerequisite: None, however, participants should have a basic knowledge of the FOIP Act (e.g. by attending the [FOIP General Awareness](#) course or by completing the [FOIP: Focus on Privacy](#) online course)

Cost: \$200 for Edmonton or Calgary, \$250 for Red Deer

FOIP Training at Your Workplace

Any of the instructor-led courses can be delivered at your workplace (note that the [Managing Contracts under the FOIP Act](#) course is recommended for Government of Alberta ministries only). There is no minimum number of participants required; however, the optimum class size is 15-25 participants.

Workplace training can save your organization travel and overtime costs. If you only have a few participants, consider a joint venture with another public body in your area.

<u>Length of session</u>	<u>Rates</u>
1/2 day session	\$1,600 *
1 day session	\$2,700 *

* Plus GST and/or travel expenses where applicable

To discuss training at your workplace, contact the Access and Privacy Advisor, Policy and Governance, Service Alberta at 780-422-7326 or joanne.gardiner@gov.ab.ca.

How to Register

Participants may register for any day of training provided they meet the prerequisite(s). For example, to register for the *Managing a FOIP Program* (Day 3) course, you are required to have participated in the *Introduction and Privacy* (Day 1) and the *Access to Information* (Day 2) courses within the last year.

There are two methods available for registration.

Online Registration

Register online (*coming soon*) and make payment by either credit card or cheque. You will not be registered until payment has been received.

Registration by Mail or Fax

- Print off the [Course Registration Form](#) from the FOIP Training Calendar and complete it. Please be sure to:
 - print clearly or type
 - check-off the course(s) you want to take
 - indicate your preferred course dates and circle the location
 - complete the course fees total, including GST if applicable
- Process the registration form using your public body's regular training registration procedures.
- Mail or fax the completed form with your cheque or credit card information to Cenera at the address or fax number on the form. You will not be registered until payment has been received.

Prior to the scheduled class start date, Cenera will e-mail a confirmation of your registration and provide details about the course or notify you of the next available course dates. If you are unsure of your registration status, please contact Jenny Huisman at 1-800-387-8797 or jenny.huisman@cenera.ca.

Cancellations or Substitutions

Policy and Governance may cancel any scheduled course if there are less than 11 participants.

If you need to cancel, refunds will be provided up to and including 14 calendar days prior to the course. After this deadline, registrants may send substitutes or choose other eligible courses in the current FOIP Training Calendar.

Who to Contact

For:

- Course eligibility
- Seat availability
- Confirmation of registration
- Cancellations or substitutions
- Billing enquiries

FOIP Course Administrator

Cenera
1100, 1015 – 4 Street SW
Calgary, AB T2R 1J4
Phone: 403-290-0466
Toll Free: 1-800-387-8797
Fax: 403-294-0513
jenny.huisman@cenera.ca

- Course information, administration or delivery concerns
- Scheduling workplace training

Access and Privacy Advisor

Policy and Governance
Service Alberta
3rd Floor, 10155 – 102 ST NW
Edmonton, AB T5J 4L4
Phone: 780-422-7326
Fax: 780-427-1120
joanne.gardiner@gov.ab.ca

Training Calendar At-a-Glance

COURSE	DATE	LOCATION
General Awareness (1 pm)	September 19, 2011	Edmonton
Introduction and Privacy	September 20, 2011	Edmonton
Access to Information	September 21, 2011	Edmonton
Managing a FOIP Program	September 22, 2011	Edmonton
Introduction and Privacy	October 3, 2011	Calgary
Access to Information	October 4, 2011	Calgary
Managing a FOIP Program	October 5, 2011	Calgary
General Awareness (1 pm)	October 18, 2011	Red Deer
Introduction and Privacy	October 19, 2011	Red Deer
Access to Information	October 20, 2011	Red Deer
Managing a FOIP Program	October 21, 2011	Red Deer
Introduction and Privacy	November 21, 2011	Edmonton
Access to Information	November 22, 2011	Edmonton
Managing a FOIP Program	November 23, 2011	Edmonton
General Awareness (1 pm)	January 23, 2012	Edmonton
Managing Contracts under the FOIP Act	January 24, 2012	Edmonton
Introduction and Privacy	January 31, 2012	Edmonton
Access to Information	February 1, 2012	Edmonton
Managing a FOIP Program	February 2, 2012	Edmonton
General Awareness (1 pm)	February 7, 2012	Calgary
Managing Contracts under the FOIP Act	February 8, 2012	Calgary
General Awareness (1 pm)	February 28, 2012	Edmonton
Managing Contracts under the FOIP Act	February 29, 2012	Edmonton
Introduction and Privacy	April 17, 2012	Calgary
Access to Information	April 18, 2012	Calgary
Managing a FOIP Program	April 19, 2012	Calgary
General Awareness (1 pm)	May 1, 2012	Edmonton
Managing Contracts under the FOIP Act	May 2, 2012	Edmonton
Introduction and Privacy	May 8, 2012	Edmonton
Access to Information	May 9, 2012	Edmonton
Managing a FOIP Program	May 10, 2012	Edmonton

Edmonton	Calgary
Edmonton Petroleum Club 11110 - 108 Street Edmonton, AB T5G 2T2 Map and Directions	The Ranchmen's Club 710 – 13th Avenue S.W. Calgary, AB T2R 0K9 Map and Directions

Red Deer – General Awareness	Red Deer – Full day courses
Red Deer College Room 2920 100 College Boulevard Red Deer, AB T4N 5H5 Map and Directions	Red Deer County Building Council Chambers 38106 Range Road 275 Red Deer County, AB T4S 2L9 Map and Directions

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

Freedom of Information and Protection of Privacy (FOIP) Training

Course Registration Form



Mail this form with your cheque to:
 Cenera
 1100, 1015 – 4 ST SW
 Calgary, AB T2R 1J4
 Attention: FOIP Course Administrator

Fax this form to:
 Cenera at 403-294-0513
 (Your completed form must
 include your VISA or Master
 Card number and expiry date.)

For questions contact:
 Cenera
 Phone: 403-290-0466
 Toll Free: 1-800-387-8797
jenny.huisman@cenera.ca

Participant Information					
Participants must currently be employed by the Government of Alberta or by a local public body as defined in section 1(p) of the FOIP Act.					
First Name:		Last Name:			
Title:		Branch/Unit:			
Organization:					
Address:					
City:		Postal Code:			
Phone:		Fax:	E-mail:		
Course Name		Date(s)	Location and Fees		
			Edmonton	Calgary	Red Deer
<input type="checkbox"/> Introduction and Privacy (1 Day)			\$200	\$200	\$250
<input type="checkbox"/> Access to Information (1 Day)			\$200	\$200	\$250
<input type="checkbox"/> Managing a FOIP Program (1 Day)			\$200	\$200	\$250
<input type="checkbox"/> FOIP General Awareness (Half Day)			\$125	\$125	\$150
<input type="checkbox"/> Managing Contracts under the FOIP Act (1 Day) (Local public body employees may register in this course but should be aware that the course content focuses on Government of Alberta procurement and records management policies and processes.)			\$200	\$200	N/A
Do I need to pay GST?		GST (5%) if applicable			
If you are paying with a personal cheque or credit card, even if this will be reimbursed by your organization, you must include GST in your fee payment. GST is only exempt if you use a corporate cheque or credit card, and your organization has GST exempt status. Also, if your organization is GST exempt, please provide your GST Registration Number:		Total Amount			
Previous FOIP Training:		Course Name:		Course Date:	
Payment: Please note that you are not registered until payment has been received					
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard		Card #			
Cardholder Name:			Expiry Date:		
Payment by Cheque: Please make cheque payable to Cenera, attach and mail with registration form					
Cancellation Policy:		Refunds provided up to and including 14 calendar days prior to the event. After this deadline, registrants may send substitutes or choose other eligible courses in the <i>current</i> FOIP Training Calendar.			
The personal information requested on this form is being collected for the registration, administration and evaluation of courses offered by Policy and Governance, Service Alberta under the authority of section 33(c) of the <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of your personal information on this form, contact the Access and Privacy Advisor, Policy and Governance, Service Alberta at 780-422-7326.					