Training Request Intake Form

1. Training sessions provided by the Privacy, Compliance and Training Branch (PCT) are offered free-of-charge, but are cost-recovered for expenditures incurred as a result of delivering training. For example, travel (taxis, mileage, airfares, etc.), accommodation, and meals.

2. Training requests are subject to PCT capacity and trainer availability.

3. Minimum and maximum attendance is negotiable. However, as a guideline, you should aim for a minimum of approximately 20 attendees per session in Victoria (where we are located) and a minimum of approximately 40 if there is further travel involved. If you know you will be unable to meet the minimum, you may wish to consider connecting with another ministry/organization that may be interested in the same training.

4. Minimum and maximum training session duration is negotiable. However, as a guideline, if your organization/ministry is located over 100kms from Victoria, you should aim for a minimum of two hours (going up to a minimum of three hours with increasing distance from Victoria).

5. Please return the completed Training Request Form to: Privacy.Helpline@gov.bc.ca with the subject line **Training Request**.

6. Please do not include any personal information about yourself or others in the Training Request Form.

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PCT currently offers four (4) training sessions:

1. Freedom of Information and Protection of Privacy Act (FOIPPA):
   - An overview of FOIPPA and its key features;
   - Coverage (what is and is not covered by FOIPPA);
   - What is personal information (definitions and examples);
   - A discussion of access to information, including freedom of information rights, processes, and exceptions;
   - A discussion of privacy and the authorities for public bodies to collect, use and disclose personal information as well as retention and security requirements;
   - Oversight (what the role is of the Information and Privacy Commissioner); and
   - An introduction to PCT's tools and resources.

2. Personal Information Protection Act (PIPA):
   - An overview of PIPA's key features;
   - Coverage (what is and is not covered by PIPA);
   - What is personal information? (definitions and examples);
   - Consent: how it works in practice;
   - Tips for securing and disposing of personal information;
   - Oversight (what the role is of the Information and Privacy Commissioner); and,
   - An introduction to PCT's tools and resources.

3. Privacy Impact Assessments (PIAs):
   - An overview of PIAs and their key features;
   - The 'who', 'what', and 'why' of PIAs;
   - What is personal information? (definitions and examples);
   - Introduction and overview to the PIA template.

4. Information Incidents, including Privacy Breaches:
   - Key concepts and process components necessary to ensure effective response to information incidents, including privacy breaches;
   - Tools to affect containment and remediation;
   - Challenges;
   - Case study exercises.

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Name:	Organization/Ministry:
Business Phone Number:	Business Email Address:

Training requested (check all that apply):

- ☐ FOIPPA
- ☐ PIPA
- ☐ PIAs
- ☐ Information Incidents, including Privacy Breaches

Date(s) Requested (approximate if unknown):	Estimated number of attendees:

Location(s) of training (general location if specifics unknown):

Preferred duration of training session:

Likely composition of attendees (check all that apply):

- ☐ All levels
- ☐ Employee
- ☐ Manager/Supervisor
- ☐ Executive
- ☐ Other (please describe)

If cost-recovery is likely to result from the provision of training to your ministry/organization, will you require an expenses estimate?

- ☐ Yes ☐ No

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If cost-recovery is likely to result from the provision of training to your ministry/organization, who should receive the invoice after the training has taken place?

Name (if different from above):

Business Email / Phone Number (if different from above):

Which of the following are you able to provide if required (check all that apply):

- ☐ Power Point Setup (through USB or laptop hookup)
- ☐ Microphone (if required by the size of the intended venue)
- ☐ Audio Speakers
- ☐ WiFi or other internet connection
- ☐ Parking

In order to help us provide a more focused session, are there any particular privacy or access issues, questions or concerns that your ministry/organization faces?

Additional Information / Comments / Questions / Concerns:

[Print Form] [Clear Form]