

## PRIVATECH

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### Privacy E-Learning Course for Organizations Operating in Canada

***Did you know that most privacy breaches are a result of human error that could have been avoided by raising privacy awareness?***

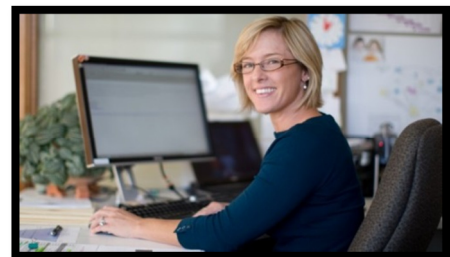
Every organization needs to have a framework in place for protecting information privacy. The Privacy Commissioner of Canada has stated: “In order for a privacy management program to be effective, employees must be actively engaged in privacy protection....Training and general education on privacy are very important.” (Federal Privacy Commissioner’s 2012 Guideline called *Getting Accountability Right with a Privacy Management Program*).

- PrivaTech has identified the need for a standardized privacy e-learning course that can provide staff with the knowledge they need to understand their privacy responsibilities and implement privacy best practices.
- Our principle-based interactive training course has been designed to empower organizations to meet their training obligations and hence reduce the risk of a privacy breach.

PrivaTech’s e-learning course is geared towards organizations operating in Canada, and is based on the Canadian Standards Association *Model Code for the Protection of Personal Information* (CAN/CSA-Q830-96). It is applicable to profit and non-profit organizations, charities and the public sector.

### The E-Learning Advantage

Using interactive e-learning to provide privacy training ensures everyone is able to take the training at a time that is convenient for them. It also ensures that everyone gets the same message. The adult learning principles that have guided the design of PrivaTech’s course ensure maximum retention of the concepts learned.



Whether it be new hires, existing employees who have never received privacy training, or employees who need to be re-trained, e-learning is the most cost-effective and practical method of getting the privacy message across to your staff.

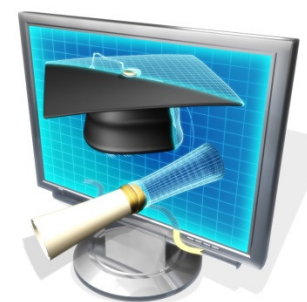
### Course Implementation

- The course will take approximately 45 minutes to one hour to complete (this includes the completion of Test Your Knowledge questions disbursed throughout the content to ensure the user's practical understanding of concepts learned).
- The course is hosted by PrivaTech on its SCORM Cloud server space, and the client does not need a Learning Management System (LMS).
- Those who should be completing the course will receive a personalized URL in their Inbox.
- The course is fully bookmarked, meaning a user can return to the place they left off in the event that they cannot finish the course in one sitting.
- Information about learner progress can be provided upon request, including the date the course was started/completed and the time spent on the course.
- Training certificates for those who completed the course can be provided by PrivaTech upon request.
- The course will be updated as necessary to ensure continued compliance with the privacy laws in Canada.

### Fee Structure

A one-time use of the course by one individual costs **\$145 + HST**. Licenses are available for purchase at [www.PrivaLearn.ca](http://www.PrivaLearn.ca) and expire 6 months from the date of purchase.

Should the client wish to host the course on their own server space using their own SCORM-compliant LMS, PrivaTech is able to sell the course to the client for non-exclusive, perpetual use, and assist with integrating the course with the client's LMS. Contact us at [info@privatech.ca](mailto:info@privatech.ca) to learn more.



### Course Customization

Should the client wish to customize the course with a company logo, change of background colours or change in the audio component to reflect terminology used by the client, additional fees may apply.

### Course Content

#### Background on Privacy:

- What is information privacy as opposed to other forms of privacy?
- The difference between privacy and confidentiality.
- Identity theft fears and the responsibility of organizations.
- Privacy as a risk management issue.

#### Privacy Legal Framework:

- Overview of the purpose of privacy laws in Canada.
- The role of the federal and provincial privacy commissioners.
- The definition of personal information protected by law.



#### Principles of Privacy:

- The 10 principles of privacy in the *CSA Model Code* and the application of these best practice principles, as well as a number of sub-principles:
  - Accountability
  - Identifying Purposes
  - Consent
  - Limiting Collection
  - Limiting Use, Disclosure and Retention
  - Accuracy
  - Safeguards
  - Openness
  - Individual Access
  - Challenging Compliance

#### Privacy Management:

- Identifying and managing a privacy breach.
- Considering your privacy responsibilities on a day-to-day basis.

*NOTE: The course content has been developed by lawyers and consultants specialized in the area of privacy compliance, and designed for implementation by e-learning experts.*

### **Summary**

PrivaTech has attempted on numerous occasions to seek out privacy learning solutions available on the market. We have not been satisfied with the options available and are confident that our e-learning course will fill the gap that is known to exist.



Our goal is to offer a cost-effective, simple and complete solution to address the challenge of providing effective privacy training to all existing staff and new hires. By requiring the completion of this course, a privacy conscious culture is created within your organization that protects your personal information assets, and avoids the costs and reputational damage associated with a privacy breach.

If you have any questions about PrivaTech's e-learning course or would like to receive a demo, please do not hesitate to contact us at 905-886-0751 or [info@privatech.ca](mailto:info@privatech.ca).

Thank you!