



Introduction to PSP Legislation 101

A Workshop for Organizations on the Personal Information Protection Act

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April 2006



OFFICE OF THE INFORMATION & PRIVACY COMMISSIONER
FOR BRITISH COLUMBIA



Office of the Information
and Privacy Commissioner
of Alberta



Personal Information

Includes:

- Name
- Birth date
- Gender
- Address
- Education
- Employment
- Income
- Medical history
- S.I.N.

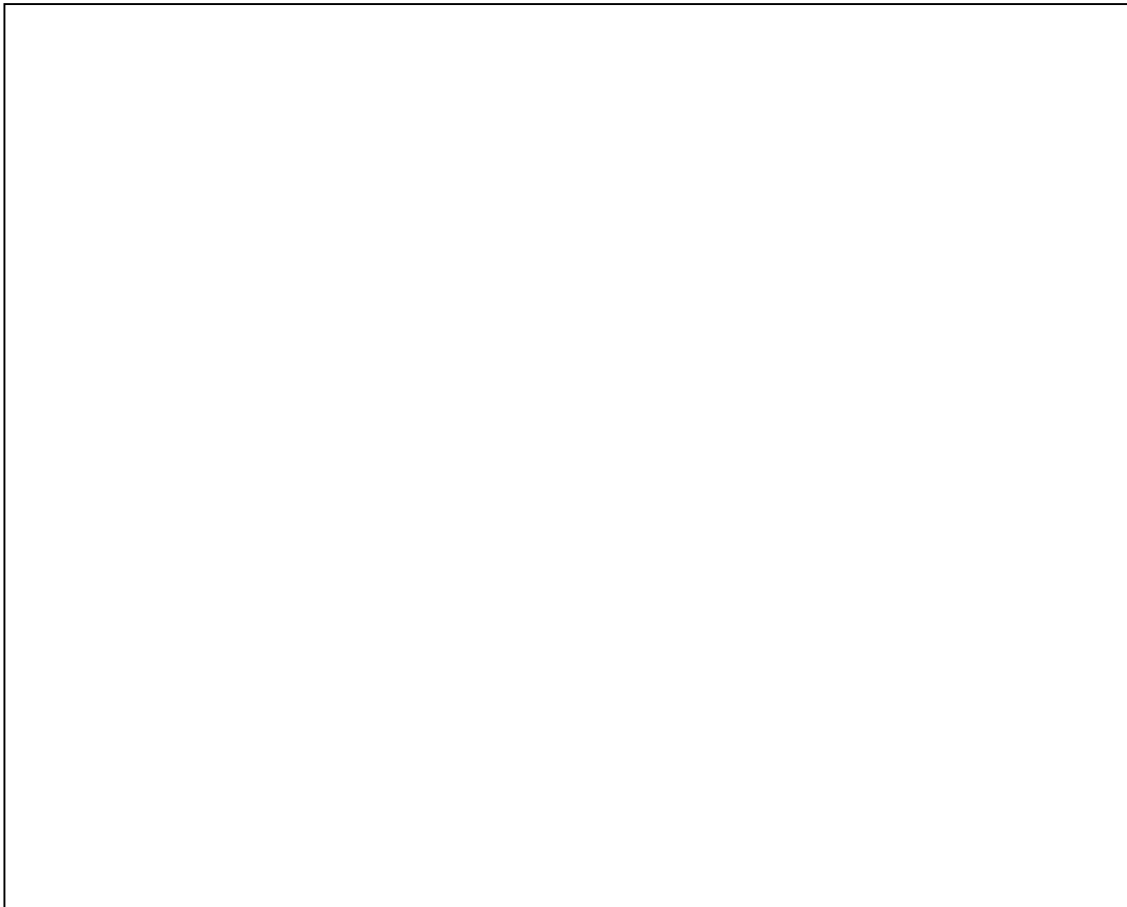
Held by:

- Credit Unions
- Insurance companies
- Retailers
- Landlords
- Employers
- Fundraisers
- Credit bureaus
- Sports clubs



PIPA does not apply to...

- **Personal information:**
 - for personal or domestic purposes
 - for journalistic, artistic, literary purposes
 - protected under FOIP Act
 - if, at least 100 years old, or about an individual dead for at least 20 years
- **Health information (as defined in HIA) collected, used or disclosed for health care purposes, but not personal employee information**





Be accountable

- **An organization is responsible for personal information in its custody or control**
- **Designate individual(s) to be responsible for compliance with the Act**
- **Develop policies and procedures and make them available**
- **To comply with the Act, organizations must do what a reasonable person would consider appropriate in the circumstances**



Personal employee information

“Personal employee information” means:

- personal information of employees or prospective employees, reasonably required to establish, manage or terminate the employment or volunteer work relationship.

Employee – an individual employed by the organization or who performs a service for an organization, including

- apprentice
- participant
- an individual under a contract or agency relationship
- volunteer
- student



Information Security 101

- **Assess information security risks**
- **Write policies and procedures to mitigate risks**
- **Train employees**
- **Assess compliance**



PIPA Resources for Organizations

Alberta PIPA Help Desk
(780) 644-PIPA (7472)
Dial 310-0000 for toll-free
www.pipa.gov.ab.ca

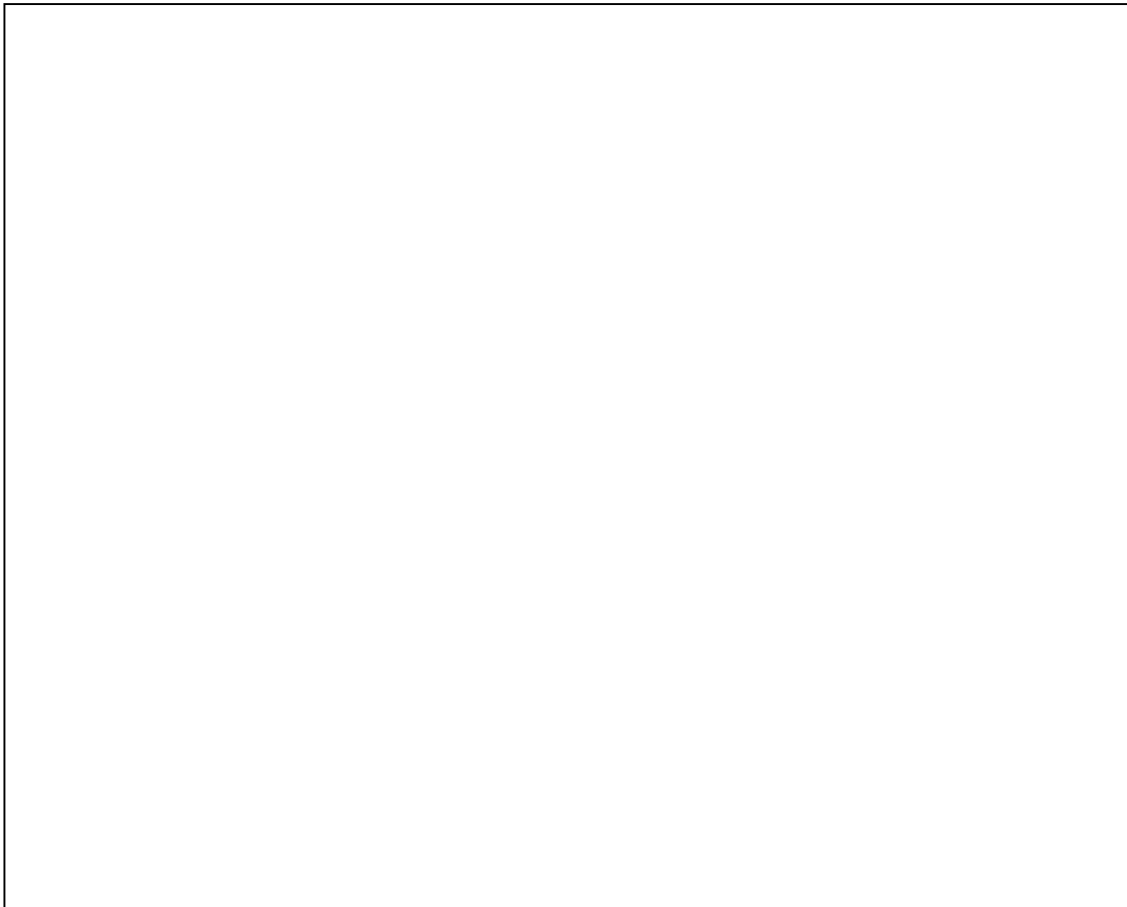
Alberta OIPC
1-888-878-4044
www.oipc.ab.ca

British Columbia OIPC
1-800-663-7867
www.oipc.bc.ca

**“Common sense”
guides to cyber-security**
<http://www.isalliance.org>

Carnegie-Mellon
<http://www.cert.org>

Security Now!
[www.grc.com/SecurityNow.
htm](http://www.grc.com/SecurityNow.htm)
(podcasts)





QUESTIONS?
