

Introduction

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

The instructor-led training is available to current **employees*** of public bodies as defined under sections 1(p) and (e) of FOIP 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

***Employees includes volunteers, appointees or students performing a service for a public body, or a person in a contract or agency relationship with a public body**

Courses are held in Edmonton and Calgary several times a year. Arrangements can also be made for onsite delivery of training at your workplace.

The courses in this program have been developed by Service Alberta, the department responsible for the province-wide administration of FOIP. The department 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 FOIP with a focus primarily on the Act's privacy provisions. Participants will gain an understanding of 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: \$220

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: \$220

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: \$220

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 FOIP 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: \$140

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 FOIP 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: Participants should have a basic knowledge of FOIP (e.g. by attending the [FOIP General Awareness](#) course or by completing the [FOIP: Focus on Privacy](#) online course)

Cost: \$220

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	\$1,750 *
1 day session	\$2,950 *

* 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 780-415-2407 or melissa.sadownik@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.

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
 - 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
- If paying by cheque, please mail the completed form with your cheque to Cenera at the address on the form. If paying by credit card, please fax or mail the completed form and contact Cenera by telephone (403-290-0466) to provide them with your credit card payment information. **Do not include your credit card information in the mail or fax.**

You will not be officially registered until payment is 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

Please register early to avoid cancellation of courses!
If there are less than 11 participants the class will be cancelled.

Refunds will be provided when a cancellation is received in writing from a participant up to and including 14 calendar days prior to the course. After this deadline, participants 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

Contact:

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

For:

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

Contact:

Access and Privacy Advisor
Policy and Governance
Service Alberta
3rd Floor, 10155 – 102 ST NW
Edmonton, AB T5J 4L4
Phone: 780-415-2407
Fax: 780-427-1120
melissa.sadownik@gov.ab.ca

Training Calendar At-a-Glance

COURSE	DATE	LOCATION
General Awareness (1 pm)	September 19, 2012	Edmonton
Introduction and Privacy	September 25, 2012	Edmonton
Access to Information	September 26, 2012	Edmonton
Managing a FOIP Program	September 27, 2012	Edmonton
General Awareness (1 pm)	October 2, 2012	Calgary
Introduction and Privacy	October 30, 2012	Calgary
Access to Information	October 31, 2012	Calgary
Managing a FOIP Program	November 1, 2012	Calgary
Introduction and Privacy	November 8, 2012	Edmonton
Introduction and Privacy	November 27, 2012	Edmonton
Access to Information	November 28, 2012	Edmonton
Managing a FOIP Program	November 29, 2012	Edmonton
Introduction and Privacy	January 29, 2013	Edmonton
Access to Information	January 30, 2013	Edmonton
Managing a FOIP Program	January 31, 2013	Edmonton
Introduction and Privacy	February 5, 2013	Edmonton
General Awareness (1 pm)	February 6, 2013	Calgary
Managing Contracts under the FOIP Act	February 7, 2013	Calgary
General Awareness (1 pm)	February 27, 2013	Edmonton
Managing Contracts under the FOIP Act	February 28, 2013	Edmonton
Introduction and Privacy	April 2, 2013	Calgary
Introduction and Privacy	April 16, 2013	Calgary
Access to Information	April 17, 2013	Calgary
Managing a FOIP Program	April 18, 2013	Calgary
Introduction and Privacy	May 7, 2013	Edmonton
Access to Information	May 8, 2013	Edmonton
Managing a FOIP Program	May 9, 2013	Edmonton

Edmonton

Edmonton Petroleum Club
11110 - 108 Street
Edmonton, AB T5G 2T2
[Map and Directions](#)

Calgary

The Ranchmen's Club
710 – 13th Avenue S.W.
Calgary, AB T2R 0K9
[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 Act (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
 Attention: FOIP Course
 Administrator

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

Participant Information - NOTE: Participants must be employed by a public body (e.g. Government of Alberta or a local public body), be a person who performs a service for the public body (e.g. volunteer or student) or is under a contract or agency relationship with the public body (e.g. contractor or employees of a contractor) as defined in sections 1(p) and 1(e) of FOIP.

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
<input type="checkbox"/> Introduction and Privacy (1 Day)		\$220	\$220
<input type="checkbox"/> Access to Information (1 Day)		\$220	\$220
<input type="checkbox"/> Managing a FOIP Program (1 Day)		\$220	\$220
<input type="checkbox"/> FOIP General Awareness (Half Day)		\$140	\$140
<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.)		\$220	\$220

Do I need to pay GST?	GST (5%) if applicable	\$ _____ GST	\$ _____ GST
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	\$ _____ (Fee plus GST if applicable)	\$ _____ (Fee plus GST if applicable)

Previous FOIP Training:	Course Name:	Course Date:
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Payment: Please note that you are not registered until payment has been received including GST if paying with a personal cheque or credit card

Payment by Credit Card: Please contact Cenera at 403-290-0466 to provide them with your credit card payment information (Don't forget to include the GST if applicable)

Payment by Cheque: Please make cheque payable to Cenera, attach and mail with registration form (Don't forget to include the GST if applicable)

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 *current* 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 *Freedom of Information and Protection of Privacy Act*. 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 780-415-2407.