I. Canadian Privacy Fundamentals

A. Legal Basics

a. The Canadian government and legal system
   i. Political structure
   ii. Division of powers
   iii. Role of courts and administrative tribunals

b. Canadian laws and their interpretation
   i. Civil versus common law
   ii. Sources of law
   iii. Scope and application of law
   iv. Requirements
   v. Relationship to other laws
   vi. Enforcement

c. Enforcement agencies and powers
   i. Canada
      1. Privacy commissioners
         a. Office of the Federal Privacy Commissioner
         b. Provincial and territorial privacy commissioners
      2. Courts and remedies
         a. Federal Court of Canada
         b. Provincial courts
         c. Labour arbitrator

B. Privacy Basics

a. Types of personal information
   i. Public records
   ii. Publicly available information
   iii. Private/sensitive information
b. General concepts of fair information practice
   i. Notice
      1. Uses, distribution, consumer rights
   ii. Choice/control
      1. Opt out vs. opt in
   iii. Access and correction
      1. Purposes for access, data integrity and accountability

C. Privacy Principles
   a. Canadian Standards Association (CSA)
      i. Model Code for the Protection of Personal Information (CAN/CSA-Q830-96)

II. Canadian Privacy Laws and Practices—Private Sector

A. Statutes
   a. The Personal Information Protection and Electronic Documents Act of Canada (PIPEDA)
   b. The Personal Information Protection Act of Alberta (PIPA)
   c. The Personal Information Protection Act of British Columbia (PIPA)
   d. Act Respecting the Protection of Personal Information in the Private Sector [Quebec]

B. Key Concepts and Practices
   a. Accountability
      i. Under the Quebec Act
      ii. Other Canadian statutes
   b. Policy development and implementation
   c. Discharging organizational openness obligations
   d. Managing consent
      i. Opt-out consent mechanisms, their use and limitations
      ii. Consent to new purposes
      iii. Documentation
   e. Managing third parties
   f. Access and complaints
      i. Rights and obligations
      ii. Whistleblowers
   g. Privacy incidents
      i. Trends in commissioner expectation
      ii. Relevant Canadian legal developments
   h. Compliance trends and issues
      i. Commissioner rulings
      ii. Commissioner guidance and published positions
      iii. Decisions in appealed commissioner rulings
   i. Model codes and cooperation
      i. American Institute of Certified Public Accountants/Canadian Institute of Chartered Accountants (AICPA/CICA) Generally Accepted Privacy Principles (GAPP)
C. Health Information Privacy and the Private Sector: The Personal Health Information Protection Act (PHIPA)

a. Application and scope
   i. Personal health information
      1. PHIPA definition
      2. Interaction with PIPEDA
   ii. The health information custodian
      3. Custodians working for non-custodians
      4. When non-custodians receive personal health information from custodians
      5. Agents

b. Key concepts and issues
   i. Consent and exceptions to consent
   ii. Authorized purposes
   iii. Disclosures to non-custodians
   iv. Safeguarding
      1. Agents
      2. Notice of loss
   v. Integrity
   vi. Accountability and openness
   vii. Access

III. Canadian Privacy Laws and Practices—Public Sector

A. Statutes
   a. The Privacy Act of Canada
   b. The Freedom of Information and Protection of Privacy Act of British Columbia (FOIPPA)

B. Key Concepts and Practices

   a. Operationalization through policy
      i. Privacy Impact Assessments (PIA)
      ii. Information classification
   b. Disclosure and transfer
      i. Data sharing agreements
      ii. Service providers
   c. Collection and use
      i. Authority to collect
      ii. Consistent use
      iii. Notice and consent
   d. Retention
   e. Openness and access
   f. Privacy implications of service delivery models
      i. E-government initiatives
      ii. Shared services