



Yukon
Information
and Privacy
Commissioner

Workshop Instructions

On this website you will find a YouTube video of the power point presentation on the workshops our office held in January 2015 on conducting privacy impact assessments and creating a privacy management program. To initiate the workshops, follow the steps below.

Opening the workshop

1. The presentation is best viewed in Firefox or Google Chrome. Press the control button while clicking on the link below to download Firefox or Google Chrome and then follow the instructions.

Firefox - <https://www.mozilla.org/en-US/firefox/new/>

Google Chrome - <https://www.google.com/chrome/browser/desktop/index.html>

Preparing for the workshop

2. Print off a copy of the quiz and exercise for either workshop or have them open on your desktop to view them as you will be instructed to refer to them during the presentation.
3. Have a copy of the *Access to Information and Protection of Privacy Act* (ATIPP Act) available for your reference. It can be found at:
http://www.gov.yk.ca/legislation/acts/atipp_c.pdf
4. Be sure that you are at a computer with speakers and the volume is turned up.
5. These presentations will take approximately 3 and a half hours to complete in full. However you can stop and restart at any time and only listen to slides that are of particular interest to you.

Running the workshop

6. To view the workshop click on the Yukon Privacy Management Program/ Yukon Privacy Impact Assessment video embedded into our site.
 - a. If this does not work go to www.youtube.com and type in "Yukon Privacy Management Program" or "Yukon Privacy Impact Assessment".
7. You can forward or rewind the audio recording at any time by clicking on the pause/play button on the bottom left hand side of the video.
8. To view the workshop in full screen click the square box on the bottom right hand side of the video. You may then press escape (ESC) at any time to exit the full screen mode.

Completed the workshop

9. Once the presentation is complete you may refer yourself to the quiz and exercise answers document.
10. You will also find a copy of our office's guidance material on PIAs' and privacy management programs.
11. The ATIPP Office has created a PIA Tool to assist public bodies when developing a PIA. You may contact Jeffrey Sunstrum at 667-3510 or Jeffrey.sunstrum@gov.yk.ca to get a copy of this booklet.
12. If you would like our office to review your PIA please contact our office.

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