Access and Privacy: IPC Resources for Educators and Students

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MISA Northeastern Professional Network
Privacy and Information Management Symposium
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Overview

About Us
Educational Tools
Online Educational Services
Privacy Impact Assessments (PIAs)
Cloud Computing Guidance
Questions?
What we do:

- Provide an **independent** review of provincial and municipal government and public sector decisions and practices concerning access and privacy
- Oversee **compliance** with provincial and municipal access and privacy legislation
- Conduct **research** and deliver **education** and guidance on access and privacy issues
Ontario Access and Privacy Laws

• The *Freedom of Information and Protection of Privacy Act (FIPPA)*
  o applies to over 300 provincial institutions such as ministries, provincial agencies, boards and commissions, as well as community colleges and universities

• The *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
  o applies to over 1,200 municipal institutions such as municipalities, police services boards, school boards, conservation authorities and transit commissions

• The *Personal Health Information Protection Act (PHIPA)*
  o covers individuals and organizations in Ontario that are involved in the delivery of health care services, including hospitals, pharmacies, laboratories and health care providers such as doctors, dentists and nurses
# Privacy Obligations under M/FIPPA

## Collection, use, disclosure rules

<table>
<thead>
<tr>
<th>No <strong>collection</strong> unless</th>
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<tbody>
<tr>
<td>• authorized by statute</td>
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<tr>
<td>• used for law enforcement or</td>
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<tr>
<td>• necessary to lawfully authorized activity</td>
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<table>
<thead>
<tr>
<th>No <strong>use</strong> unless</th>
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<tbody>
<tr>
<td>• purpose collected</td>
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<tr>
<td>• consistent purpose</td>
</tr>
<tr>
<td>• written consent</td>
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<table>
<thead>
<tr>
<th>No <strong>disclosure</strong> unless</th>
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<tr>
<td>• consent</td>
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<tr>
<td>• consistent purpose</td>
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<tr>
<td>• comply with legislation</td>
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<tr>
<td>• law enforcement</td>
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<tr>
<td>• health or safety</td>
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<tr>
<td>• compassionate reasons</td>
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- **Must have a legitimate reason for collecting personal information, such as requiring a birth certificate to issue a driver’s license**

- **Cannot use information from the birth registry to send out birthday cards**

- **Video capturing evidence of a crime can be shared with police, even if it contains personal information**

[www.ipc.on.ca](http://www.ipc.on.ca)
Educational Tools

Grade 5 resources
Grade 10 resources
Grade 11 resources
Educational Materials for Youth
Approach Taken
Other Initiatives

www.ipc.on.ca
What Students Need to Know about Freedom of Information and Protection of Privacy

BECOME A PRIVACY WATCHDOG

Ask:

“Why do you need this information?”
“What will you use it for?”
“Will you rent or sell it to anyone?”
“I don’t want any junk mail from you. How can I be removed from your mailing list?”

A Study Guide for Elementary Schools
Grade 5 Teacher’s Guide
September 2005

www.ipc.on.ca/wp-content/uploads/Resources/up-1grade_5.pdf
What Students Need to Know: A Resource Guide for Grade 10 Teachers

Grade 10 students (ages 15-16 years)

www.ipc.on.ca/wp-content/uploads/Resources/Grade_10_web-e.pdf
What Students Need to Know: A Resource guide for Grade 11-12 Teachers
Grade 11-12 students (ages 16-18 years)

 Educational Materials for Youth

• Collaborative Approach:
  • Frontline teachers participated in the development of our educational materials
  • School boards that oversee public schools in Ontario participated by distributing guidance

• Seamless Integration
  • Materials were based on the curriculum standards required by the Ministry of Education to allow them to seamlessly join existing teaching plans
  • Lessons based on existing plans in use by school boards
  • Teachers do not require additional training in order to teach this material
Approach Taken

• Separate materials developed based on age group.
• Variety of learning tools, including:
  • Powerpoint presentations to be given by teachers
  • Online research activities
    • For example, “webquests” where students visit specific websites to find privacy policies and information
  • Videos shown in class
  • Quizzes
  • Quick reference infographics
  • Group discussion aids
  • Case studies
  • Discussion aids around articles that relate to privacy in the news
Infographics:

• Easy to remember list of potential viewers of online content

• Reminder to kids that online posts are not private and can be seen by the wrong people

• Focus on thinking before you post
Debate Exercises:

• Students work in small teams to assess and debate the merits of various social networking platforms

• Students independently consider issues such as privacy, security, reputation and cyber-bullying, while simultaneously considering the benefits of using social networks
News Articles

• Students are provided with real news articles dealing with the potential consequences of revealing personal information online.

• Students are invited to discuss the articles and consider their own use of social media and the potential impacts to reputation and privacy.
Short Quizzes

- Quizzes vary in complexity based on target age groups
- The questions have been designed to start conversations on privacy rights and technology
Powerpoint Presentations

• Slide decks provide teachers with easy to use lecture tools that focus on issues like online privacy and reputation

• Presentations use numerous examples from websites and social media to help students understand the impact of online privacy on their lives
Online Educational Services

Collaborative work:
- Brochure
- Posters

November workshop
Decision-Tree Tool
2017 GPEN Sweep
Other initiatives
Teachers Must Consider Privacy Before Using Online Services

- Educators use online educational services for learning, communication and evaluation
- While innovative and inexpensive, they may risk privacy of students and their families
- School boards must ensure online services used by teachers are compliant with privacy laws
- IPC and Ontario Association of School Board Officials (OASBO) created fact sheet about privacy risks of online educational services
Posters

Think Before You CLICK

I accept all terms and conditions

Could the online education tool you are using expose your students and school to privacy risks?

TALK TO YOUR PRINCIPAL

http://www.ipc.on.ca/privacy/data-and-technology-management/oes/

www.ipc.on.ca/
Privacy Impact Assessments (PIAs)

• Longstanding IPC interest in PETs, privacy-enhancing architectures, proactive risk reduction
• PHIPA PIA Guide (2005)
• Process/tool to **identify and analyze privacy risks** when changing or developing programs or systems
• Due diligence exercise; document decisions
• Useful during Reviews, Complaints, Investigations
• Trend: proactive assurance and attestation of information management practices.
Privacy Impact Assessments

- IPC reviewed current state of the art
- OPS PIA approach was the chosen template/model
- Need to establish common baseline
- Requirements for PIA Guide:
  - Short (< 15 pages)
  - Readable (4 major steps)
  - Usable (include practical tools)
  - Compatible with existing methods and processes
Privacy Impact Assessments

PIA Guide

• Tool to identify privacy effects, mitigate risks, of a given project
• Widely recognized as a best practice
• Simplified 4-step methodology with tools
• Basis for developing internal PIA policies and procedures

Download at: https://goo.gl/9gM1x6
## PIA Methodology and Tools

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<tr>
<th>Key Steps</th>
<th>Tools</th>
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<tr>
<td><strong>1. Preliminary Analysis</strong></td>
<td>Appendix A: Questionnaire</td>
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<tr>
<td>Is personal Information involved?</td>
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<tr>
<td><strong>2. Project Analysis</strong></td>
<td>Appendix B: Questionnaire</td>
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<tr>
<td>Gather project info, people and resources</td>
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<tr>
<td><strong>3. Privacy Analysis</strong></td>
<td>Appendix C: Checklist</td>
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<tr>
<td>Identify and mitigate risks</td>
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<td><strong>4. PIA Report</strong></td>
<td>Appendix D: Template</td>
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<tr>
<td>Document findings, get approval, proceed</td>
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Downloadable Worksheet containing all Appendices: [https://goo.gl/aRS8I4](https://goo.gl/aRS8I4)
Cloud Computing

- Significant computing development / trend
- Hot-button political, legal, economic and privacy issue
- Numerous inquiries and requests re:
  - Use of public clouds
  - Cloud security
  - Territoriality
- Uncertainty, confusion about using cloud-computing services
Cloud Computing Guidance

• Evaluate whether cloud computing services are suitable
• Identify risks associated with using cloud computing
• Outline strategies to mitigate risks
Cloud Computing
Risks and Mitigation Strategies

Risks
- Unauthorized Processing and Secondary Uses
- Covert Surveillance
- Insider Threats
- Data Permanence
- Loss of Access
- Identifying Applicable Law
- Audit
- Inability to negotiate terms of service

Risk Mitigation Strategies
- Understand Your Legal and Policy Obligations
- Conduct a PIA and TRA
- Minimize PI
- Know Your Cloud Service Provider
- Negotiate Comprehensive and Enforceable Contracts
- Consider Applicable Standards
- Incident Management Plan
The IPC’S Open Door Policy

• Achieving the kind of balance we are striving for is not possible without the involvement of other agencies and stakeholders

• The IPC has an open door policy for any Ontario institution considering programs which may impact privacy

• We believe that the vast majority of privacy challenges can be addressed through collaboration

• Appropriate privacy protections can be developed and must be implemented

• The key is to address privacy concerns from the outset
QUESTIONS

PRIVACY

???
How to Contact Us

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Web: www.ipc.on.ca
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