

Protecting Privacy on the Job eLearning module

Q1. Why is protecting privacy important?

Privacy protection promotes public trust in government by establishing clear accountability for the protection of personal information managed by the City of Toronto and reflects strict requirements set out in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Q2. Why is privacy training mandatory?

A2. The **Protecting Privacy on the Job** training module provides employees with an introduction to privacy at the City. Depending on the job requirements and the amount of personal information collected by staff on behalf of the City, additional privacy training may be required as determined by divisional management. The objective is to communicate to all staff their responsibilities to protect personal information managed by the City as required by the Protection of Privacy Policy and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Q3. Who should take the training?

A3. Privacy training is mandatory commensurate with job duties for all City staff. Volunteers, vendors, project managers, contractors and staff without computer access will require alternate training that can be arranged through Corporate Information Management Services.

Q4. What other privacy training is available?

A4. Depending on their role they may need to supplement the Protecting Privacy on the Job module with other training. Please review the attached Access & Privacy Training Chart for further information about staff training requirements.

Q5. How do staff access the eLearning module?

A5. The Protecting Privacy on the Job eLearning module is available through ELI. Managers will be able to track their employees' privacy training in ELI.

Q6. Where do I go for help?

A6. For any questions about the Protecting Privacy on the Job eLearning module or the levels of training required for staff, please contact the City Clerk's Office, Corporate Information Management Services infomgmt@toronto.ca or refer to the Access & Privacy Training Chart. For technical issues related to ELI please contact I&T Service Desk: itservice@toronto.ca or 416-338-2255.

Q7. Where can I find more information about the protection of privacy?

- A7.** More information can be found on the City Clerk's Office, Corporate Information Management Services, [Privacy Protection](#) page. ELI information can be found on the HR [Learning](#) page.