

## Hudson, Vicki MTIC:EX

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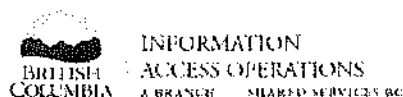
**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, August 27, 2015 11:00 AM  
**To:** Ghag, Kris MTIC:EX; Fuller, Russ D MTIC:EX; Elbahir, Cindy MTIC:EX; Bejcek, Ken MTIC:EX; Vanzetta, Maxine MTIC:EX; Kukucska, Cindy L MTIC:EX; Nisbet, Justine MTIC:EX  
**Subject:** MM Draft Agenda

Please let me know if there is anything you want to add:

### Draft Agenda

1. Move details – Teresa
2. Order from OIPC on point-in-time determination
3. Not responsive information – training and cheat sheet
4. Parliamentary secretary records/legal opinion
5. HR update
6. Round table

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Shared Services BC  
**d:** 250.356.7343 **m:** 250.516.5181 | **e:** [chad.hoskins@gov.bc.ca](mailto:chad.hoskins@gov.bc.ca) | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



## **Hudson, Vicki MTIC:EX**

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, October 8, 2015 9:32 AM  
**To:** Ghag, Kris MTIC:EX; Kukucska, Cindy L MTIC:EX; Nisbet, Justine MTIC:EX; Fuller, Russ D MTIC:EX; Bejcek, Ken MTIC:EX; Vanzetta, Maxine MTIC:EX; Elbahir, Cindy MTIC:EX  
**Subject:** Agenda for MM

We're going to have to move fairly quickly today, big agenda!

1. Work from home
2. Move
3. HR updates – posting competitions
4. OIPC process changes
5. Expression of interest for intake
6. Not responsive orders
7. Dashboard Enhancements
8. Template/AXIS updates
9. AXIS 9.2 updates, as requested
10. s.15 and IDIRs
11. N/R in calendars
12. TOL – interview leave?
13. Ergonomics
14. Training
15. WES
16. Performance measures
17. Update on OIPC Order F15-39 (re: timing of severing decisions at Inquiry)
18. Handling voicemail messages

## Hudson, Vicki MTIC:EX

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, October 22, 2015 1:09 PM  
**To:** Ghag, Kris MTIC:EX; Kukucska, Cindy L MTIC:EX; McDonald, Vivian D MTIC:EX; Fuller, Russ D MTIC:EX; Vanzetta, Maxine MTIC:EX; Bejcek, Ken MTIC:EX; Elbahir, Cindy MTIC:EX  
**Subject:** Agenda Items

Please send me any agenda items you'd like to discuss at our meeting this afternoon.

Thanks!

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Shared Services BC  
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INFORMATION  
ACCESS OPERATIONS  
A BRANCH OF SHARED SERVICES BC

## Hudson, Vicki MTIC:EX

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, November 5, 2015 11:47 AM  
**To:** Fuller, Russ D MTIC:EX; Bejcek, Ken MTIC:EX; Vanzetta, Maxine MTIC:EX; Elbahir, Cindy MTIC:EX; Ghag, Kris MTIC:EX; McDonald, Vivian D MTIC:EX; Kukucska, Cindy L MTIC:EX  
**Subject:** Draft agenda

Hi there,

Please let me know if have anything to add to today's agenda.

Draft Agenda

1. Reboot and IAO conference
2. Not responsive information
3. Stats
4. New requests
5. HR Updates
6. Intake vacancy

Thanks, Chad

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Shared Services BC  
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INFORMATION  
ACCESS OPERATIONS  
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## Hudson, Vicki MTIC:EX

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, November 19, 2015 11:33 AM  
**To:** Ghag, Kris MTIC:EX; Elbahir, Cindy MTIC:EX; Kukucska, Cindy L MTIC:EX; McDonald, Vivian D MTIC:EX; Vanzetta, Maxine MTIC:EX; Bejcek, Ken MTIC:EX; Bejcek, Ken MTIC:EX  
**Subject:** MM agenda items

Please let me know if you have anything to add to agenda for our meeting today, would like to keep it fairly short if possible.

Thanks, Chad

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Shared Services BC  
**d:** 250.356.7343 **m:** 250.516.5181 | **e:** [chad.hoskins@gov.bc.ca](mailto:chad.hoskins@gov.bc.ca) | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



INFORMATION  
ACCESS OPERATIONS  
A BRANCH OF SHARED SERVICES BC

## Hudson, Vicki MTIC:EX

**From:** MTIC Deputy Minister, MTIC:EX  
**Sent:** Wednesday, December 16, 2015 10:42 AM  
**To:** MTIC All Staff  
**Cc:** Henderson, Kim N FIN:EX; Wenezenki-Yolland, Cheryl FIN:EX; Schollen, Tasha GCPE:EX; Facey, Nick MTIC:EX  
**Subject:** MTICS Organizational Changes



Where ideas work

Technology, Innovation and Citizens' Services - John Jacobson



Good morning,

Further to the release of the David Loukidelis report and the announcement today by Premier Christy Clark ([link](#)), the responsibility for the information management file will be transferring to the Ministry of Finance effective December 16, 2015, reporting to Associate Deputy Minister, Cheryl Wenezenki-Yolland.

The transfer will include the *Freedom of Information and Protection of Privacy Act*, the *Personal Information Protection Act*, the *Document Disposal Act* and the *Information Management Act*, and the following business units within the Ministry:

- Information Access Operations
- Government Records Services and *Information Management Act* implementation
- Privacy and Policy

This will provide government with an opportunity to improve and streamline information management across government, by integrating key information management disciplines under one comprehensive corporate program.

We are incredibly proud of the work performed by the people in these business units every day, in the areas of privacy, information policy and access, and records management. This was an especially exciting year with the passing of the *Information Management Act*, which will replace the outdated *Document Disposal Act* of 1936.

Given the strong links between information management and information technology, I am certain there will continue to be an active working relationship between MTICS and the people in the transferring business units. We can also take comfort in the fact that the Deputy Minister of Finance, Kim Henderson, has great familiarity with this file and will ensure a warm welcome to the new ministry.

The remaining business units within Logistics and Business Services will continue to report to Assistant Deputy Minister, Wes Boyd. There are no other changes to the Office of the Chief Information Officer.

Details are still being worked out between MTICS and the Ministry of Finance, and if you have any questions, please do not hesitate to contact Bette-Jo, Sarf or myself. It is our intention to ensure that there is an orderly transition and all affected staff are taken care of.

On behalf of the Minister, myself and all members of our Executive team, I would like to wish all the best to all the staff who will be transferring to the Ministry of Finance. You all have been an integral part of MTICS and we want to thank you for your endless hard work and dedication in providing this valuable service to British Columbians over the years. It has been a pleasure and an honour working with you.



John Jacobson  
Deputy Minister  
Technology, Innovation and Citizens' Services

## Hudson, Vicki MTIC:EX

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, January 14, 2016 11:27 AM  
**To:** McDonald, Vivian D MTIC:EX; Ghag, Kris MTIC:EX; Kukucska, Cindy L MTIC:EX; Vanzetta, Maxine MTIC:EX; Elbahir, Cindy MTIC:EX; Bejcek, Ken MTIC:EX; Fuller, Russ D MTIC:EX  
**Subject:** MM draft agenda

Good morning,

Here is a draft agenda for our meeting this afternoon. Please let me know if there is anything you'd like to add.

1. Workload
2. HR and staffing
3. Transition to FIN
4. Space and moves
5. Open Information process
6. X-govt representation

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Ministry of Finance  
**d:** 250.356.7343 **m:** 250.516.5181 | **e:** [chad.hoskins@gov.bc.ca](mailto:chad.hoskins@gov.bc.ca) | **m:** PO Box 9569, Stn Prov Gov, Victoria BC V8V 1S2



## Hudson, Vicki MTIC:EX

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**From:** Hoskins, Chad MTIC:EX  
**Sent:** Thursday, February 11, 2016 11:17 AM  
**To:** Kukucska, Cindy L MTIC:EX; Ghag, Kris MTIC:EX; Elbahir, Cindy MTIC:EX; McDonald, Vivian D MTIC:EX; Vanzetta, Maxine MTIC:EX; Fuller, Russ D MTIC:EX; Bejcek, Ken MTIC:EX  
**Subject:** draft agenda

Here is a draft agenda for this aft. Let me know if there's anything you want to add.

1. Brad – exec update
2. Extension requests to OIPC
3. Overtime (security alarm reminder as well)
4. Staffing Update

**Chad Hoskins** | Director, Access and Open Information | Information Access Operations | Ministry of Finance  
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## Hudson, Vicki MTIC:EX

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**Subject:** Access Manager's Meeting  
**Location:** S.15

**Start:** Thu 2015-08-27 2:00 PM  
**End:** Thu 2015-08-27 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Hoskins, Chad MTIC:EX

### Draft Agenda

1. Move details -- Teresa
2. Order from OIPC on point-in-time determination
3. Not responsive information -- training and cheat sheet
4. Parliamentary secretary records/legal opinion
5. HR update
6. Round table

## Hudson, Vicki MTIC:EX

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**Subject:** Access Manager's Meeting  
**Location:** s.15

**Start:** Thu 2015-10-08 2:00 PM  
**End:** Thu 2015-10-08 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Hoskins, Chad MTIC:EX

1. Work from home
2. Move
3. HR updates – posting competitions
4. OIPC process changes
5. Expression of interest for intake
6. Not responsive orders
7. Dashboard Enhancements
8. Template/AXIS updates
9. AXIS 9.2 updates, as requested
10. s.15 (Neva/Jamie)
11. N/R in calendars
12. TOL – interview leave?
13. Ergonomics
14. Training
15. WES
16. Performance measures

## Hudson, Vicki MTIC:EX

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**Subject:** Access Manager's Meeting  
**Location:** s.15

**Start:** Thu 2015-11-05 2:00 PM  
**End:** Thu 2015-11-05 4:00 PM  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Hoskins, Chad MTIC:EX

### Draft Agenda

1. Reboot and IAO conference
2. Not responsive information
3. Stats
4. New requests
5. HR Updates
6. Intake vacancy

## Hudson, Vicki MTIC:EX

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**Subject:** Access Manager's Meeting  
**Location:** s.15  
  
**Start:** Thu 2016-01-28 2:30 PM  
**End:** Thu 2016-01-28 4:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** Hoskins, Chad MTIC:EX

Sorry, I have a conference call I have to be on at 2, so hope it is okay to bump our meeting back to 2:30.

Draft agenda, please feel free to add any items.

1. Privacy and Security Conference attendees
2. Update to DMC
3. Staffing Update
4. Estimates
5. My Performance
6. WES results
7. Onboarding new staff



Ref: 103422

Date: October 20, 2015

To: Ministry CIOs

Re: The role of the Ministry Privacy Officer

The Privacy Management Accountability Policy (PMAP) is currently moving through final approvals and is expected to be released shortly. I know that some ministries have proactively created and filled Ministry Privacy Officer (MPO) positions. The Privacy and Legislation Branch has been in contact with most of these individuals and will be working with them to implement the requirements of the PMAP. For those ministries who are still in the planning stages for implementing these positions, I am pleased to provide you with the MPO responsibilities as outlined in PMAP.

Early on in the development of PMAP it was determined that it was not feasible to prescribe a particular position level or type given that each ministry and/or sector differs widely in how they are organized. While this approach provides considerable latitude to ministries, I also realize that it can be frustrating not to have a prepared job profile. I hope the list of responsibilities outlined below will be of assistance in defining the parameters of the MPO position. If you have further questions about the MPO role please contact Sukhy Sidhu, Director of Operations and Privacy Management at (250) 356-0378.

The role of the MPO is outlined in the PMAP as follows:

### *Accountability:*

- Support their ministry in maintaining an enhanced culture of privacy and the responsible collection, use, disclosure, storage and destruction of personal information
- Coordinate and manage their ministry's compliance with government's PMAP
- Monitor ministry compliance with the corporate directions, policies, guidelines, and templates that flow from the PMAP

- Act as the first point of contact for the OCIO regarding the ministry's compliance with the PMAP
- Where necessary, develop, issue, and maintain ministry specific privacy policies in consultation with the OCIO
- Ensure their ministry has submitted a copy of their ministry's current FOIPPA Delegation Instrument to the OCIO, and maintain any current PMAP Delegation Instruments
- Communicate any significant changes to the PMAP to their ministry's employees
- Consider the objectives of the PMAP in all circumstances where the ministry comes in contact with personal information

#### *PIAs, Agreements, Inventories and the PID:*

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- Develop, maintain and review internal processes to ensure the completion of accurate Privacy Impact Assessments (PIAs), Information Sharing Agreements (ISAs), Research Agreements (RAs) and Integrated Program Agreement (IPAs) within their ministry
- Review all PIAs before they are submitted to the OCIO for review
- Review and comment on all RAs, IPAs and ISAs
- Ensure PIAs and ISAs are updated when changes are made to an initiative
- Maintain a personal information inventory for their respective ministry
- Ensure that a final signed PIA is submitted to the OCIO to enter into the PID
- Manage their ministry's ISA and PIB components of the PID as per the PID Policy
- Inform the OCIO of any changes to the status of items listed on the PID
- Keep an inventory of all RAs entered into by their ministry

#### *Education & Awareness:*

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- Develop and provide ministry-specific privacy training to all employees
- Provide refresher courses on ministry-specific privacy training on an ongoing basis
- Ensure that all Service Providers and volunteers employed by the ministry who collect, access, or otherwise deal with personal information have taken the OCIO-developed privacy training course (IM111) prior to that person providing services for the ministry
- Ensure the ministry is aware of all Service Providers and volunteers that have access to personal information as part of the services they are providing and that a process is in place for communicating notice of changes regarding access to personal information

### *Privacy Breaches and Information Incidents:*

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- Ensure ministry staff follow the Information Incident Management Policy when reporting privacy breaches
- Act as a liaison and point of contact for issues within the ministry that may arise during an investigation into a breach
- Provide the OCIO with timelines and follow-up reports on steps taken to ensure implementation of and compliance with recommendations made after a privacy breach investigation
- Perform the duties of the MPO as outlined in the Information Incident Management Policy

### *Compliance Reviews and Audits:*

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- Lead their ministry's self-audit and communicate results to the OCIO as per the Privacy Compliance Audit Policy
- Assist the OCIO with any compliance review of their ministry's privacy management practices, where necessary

### **The Ministry Privacy Officer for the Ministry of Health has the additional responsibility to:**

- Ensure that the required information regarding Health Information Banks is submitted to the OCIO for entry into the PID

Sharon Plater  
Executive Director  
Privacy and Legislation Branch  
Office of the Government Chief Information Officer