



**MEMO**  
**November 14<sup>th</sup>, 2018**

**For:** All Personnel (Employees and Contractors); All Stakeholders  
**From:** Kristen Kay  
**Re.:** Government of British Columbia's Privacy and Information Management Training Protocol

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Please find attached for your review, BeConnected Support Service's enhanced policy on privacy and information management (AM 1020).

BC Government Privacy Management and Accountability Policy requires that all personnel – front-line employees, managers, contractors – complete government privacy training by March, 2019.

The training will provide an introduction to BeConnected personnel's roles and responsibilities in handling personal and confidential information in a secure and privacy-enhanced manner. Learning will include best practice approaches to information sharing, information management, record keeping, privacy, and information integrity.

Personnel who interact with BeConnected's adult services will complete Community Living BC's training during an upcoming team meeting, or on one's own. For more information, CLBC's training is available online to the public here: <https://www.communitylivingbc.ca/for-service-providers/privacy-and-information-management/>. *All stakeholders are encouraged to review CLBC's privacy training for personnel who provide support to CLBC-eligible individuals in BC.*

Personnel who interact with BeConnected's children and youth services will complete BCGov/MCFD's training during an upcoming team meeting, or on one's own.

Personnel who interact with children and adult will complete **both** trainings.

Thank you,

Kristen Kay  
Director of Programs