We acknowledge that we are on the traditional, ancestral and unceded territory of the hən̓q̓əmin̓əm̓ speaking Musqueam people.

The mission of UBC iSchool is to enhance humanity's capacity to engage information in effective, creative and diverse ways, through innovative research, education and design.

LIBR 514J/ARST 565: Administering Records Under Freedom of Information and Protection of Privacy Legislation – Course Syllabus

Program:	Master of Archival Studies/Master of Library and Information Studies
Year:	2020-2021, Winter Session, Term 1
Course Schedule:	Wednesdays, 6:00 pm to 8:50 pm
Location:	Virtual – Collaborate Ultra or Zoom
Instructor:	Robyn Biggar
Office location:	N/A
Office phone:	N/A
Office hours:	Please email me
E-mail address:	Robyn.biggar@ubc.ca
Learning Management Site:	canvas.ubc.ca

Course Goal: This course aims to prepare professionals to administer Canadian access to information and protection of privacy legislation, with an emphasis on public sector organizations. This will be done by examining key elements of the legislation (e.g., processes, deadlines, and exemptions), regulatory body orders and interpretations (e.g., OIPC orders and reports), technical tools, and legislation developments. Major legislation from other jurisdictions will also be covered (e.g., US & EU).

Course Objectives

Upon completion of this course students will be able to:

- Demonstrate an understanding of the principles related to access to information and privacy legislation and the obligations of those administering the legislation. [1.1, 5.1]
- Determine what types of information and records must be, may be, or exempted from being publicly disclosed. [1.1, 1.2, 5.1]
- Develop organizational policies and processes for administering access and privacy legislation by affecting organizational knowledge and behaviour. [1.2, 1.4, 2.1, 3.2, 5.1]
- Explain how access and privacy legislation affects records management and archival holdings. [1.2, 1.4, 5.1]
- Explain how access and privacy legislation affects organizational behaviour [1.4, 2.1, 3.2]

Course Topics:

- Evolution of access and privacy codes within the public and private sectors.
- Models for managing access and privacy administration.
- Developing policies, procedures, guidelines, and reference/assessment tools to manage key corporate access and privacy issues.

- Designing processes to locate, review, document, sever, and prepare records for disclosure and to make access decisions.
- Managing requests for review of access decisions and privacy complaints through mediation and inquiry by the Commissioner's Office.
- Impact of technology on the provision of access and privacy services.
- Impetus from FOI and privacy to improve how records are created and the management of record-keeping systems.
- Promoting awareness and orientation of access and privacy rights and responsibilities.
- Monitoring and evaluating the effectiveness of an organization's information access and privacy program.
- etc.

Prerequisites: MLIS and Dual Students: completion of the MLIS core courses and LIBR 516, or with the permission of the instructor.

Format of the course: Lectures (60%), in-class discussion (including guest speakers) and online exercises (40%).

Required and Recommended Reading:

Required:
- Freedom of Information and Protection of Privacy Act (RSBC 1996) c. 165
  http://www.bclaws.ca
- Personal Information Protection Act [SBC 2003] c. 63
  http://www.bclaws.ca
- Personal Information Protection and Electronic Documents Act (2000, c.5)
  http://laws-lois.justice.gc.ca
- Other readings will be assigned as needed

Recommended:
- To be posted on canvas.ubc.ca as needed.

Course Assignments

#	Assignment Name	Due Date	Weight	Graduate Competencies
1.	Discussion Posts	Weekly	25%	1.1, 1.3, 2.1, 2.2
2.	Online Worksheet	September 30	10%	1.2, 1.4, 2.1
3.	Privacy Impact Assessment	October 21	15%	1.1, 1.2, 1.4, 2.1
1A.	Discussion Post Responses	November 25	10%	1.1, 1.3, 2.1, 2.2
4.	Final Presentation (10%) and Paper (20%)	November 25 & December 2	30%	2.1, 3.2, 5.1
5.	Professional Engagement & Participation	-	10%	5.1

Course Schedule [week-by-week] (subject to change; e.g., guest speakers)**:**

Date	Topic(s)	Readings & Assignments
September 9	Introductions & Course Overview	None
September 16	Access to Information	FOIPPA **Due: Discussion Post #1**
September 23	Access to Information	FOIPPA & PIPA **Due: Discussion Post #2**
September 30	**No Class** (use time for worksheet)	**Due: Online Worksheet**
October 7	Privacy	FOIPPA & PIPA **Due: Discussion Post #3**
October 14	Policy & Training Development	**Due: Discussion Post #4**
October 21	Other Contexts and Laws	PIPEDA (skim) Access to Information Act (skim) **Due: Privacy Impact Assessment**
October 28	Other Contexts and Laws	PIPEDA (skim) Access to Information Act (skim) **Due: Discussion Post #5**
November 4	Other Contexts and Laws	GDPR (skim) CCPA (skim) COPPA (skim) **Due: Topic and groups for final paper and presentation** **Due: Discussion Post #6**
November 11	**No Class** (Remembrance Day)	
November 18	Tools & Technology	**Due: Discussion Post #7**
November 25	Class Presentations	**Due: Final Papers** **Due: Final Presentations** **Due: Discussion Post Responses**
December 2	Class Presentations	**Due: Final Presentations** **Due: Discussion Post #8**

Attendance: _Contact the instructor ahead of time if you can't make class._ Attending class and being present during discussions is an important part of learning; therefore, attendance in class is monitored. Unexcused absences may result in a reduced or failed participation grade. In case of illness or other unavoidable absence, students must communicate with me indicating the reason for the absence. The calendar states: "Regular attendance is expected of students in all their classes (including lectures, laboratories, tutorials, seminars, etc.) Students who neglect their academic work and assignments may be excluded from the final examinations. Students are who are unavoidably absent because of illness or disability should report to their instructors on return to classes."

Evaluation: All assignments will be marked using the evaluative criteria given on the iSchool web site.

Access & Diversity: Access & Diversity works with the University to create an inclusive living and learning environment in which all students can thrive. The University accommodates students with disabilities who have registered with the Access and Diversity unit: [https://students.ubc.ca/about-student-services/access-diversity]. You must register with the Disability Resource Centre to be granted special accommodations for any on-going conditions.

Religious Accommodation: The University accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Please let your instructor know in advance, preferably in the first week of class, if you will require any accommodation on these grounds. Students who plan to be absent for family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss with the instructor before the course drop date. UBC policy on Religious Holidays: http://equity.ubc.ca/days-of-significance-calendar/

Academic Integrity
Plagiarism

The Faculty of Arts considers plagiarism to be the most serious academic offence that a student can commit. Regardless of whether or not it was committed intentionally, plagiarism has serious academic consequences and can result in expulsion from the university. Plagiarism involves the improper use of somebody else's words or ideas in one's work. The UBC policy on Academic Misconduct is available here: http://www.calendar.ubc.ca/Vancouver/index.cfm?tree=3,54,111,959.

It is your responsibility to make sure you fully understand what plagiarism is. Many students who think they understand plagiarism do in fact commit what UBC calls "reckless plagiarism." The UBC Learning Commons has a resource page on how to avoid plagiarism, with policies on academic integrity and misconduct found here: [http://learningcommons.ubc.ca/resource-guides/avoid-plagiarism/

If after reading these materials you still are unsure about how to properly use sources in your work, please ask your instructor for clarification.