

PRIVACY & PROTECTION OF PERSONAL INFORMATION

Personal information is data about an “identifiable individual”. It is information that on its own, or combined with other pieces of data, can identify someone as an individual.

The definition of personal information generally includes information about their:

- race, national or ethnic origin,
- religion,
- age, marital status,
- medical, education or employment history,
- financial information,
- DNA,
- identifying numbers such as social insurance number, or driver’s licence,
- views or opinions about them as an employee.

BC’s Freedom of Information and Privacy Protection Act ([FOIPPA](#)) applies to all public bodies, including CLBC, and also applies to all organizations that provide services under a contractual relationship with those public bodies. This extends to the staff and volunteers that those organizations hire. It is important that you are aware of, and are compliant with, the Act when it comes to protecting the personal information of the people you support.

Whether you are a front-line worker, a manager, a Home Sharing provider, a behavioural consultant, an agent of a Standard Individualized Funding contract, an administrative employee, or a respite worker, CLBC’s online privacy training course is for all employees and subcontractors of service providers who provide services to CLBC-eligible individuals.

[Click here to access the Service Provider Privacy and Information Management course.](#)

To learn more about this course, [click here to access a Question and Answer document.](#)

It is important that you keep your copy of the completion confirmation, and provide your employer with a photocopy.