

**INFORMATION, SCIENCE AND TECHNOLOGY AGENCY  
DEPUTY MINISTER AND CHIEF INFORMATION OFFICER DIRECTIVE**

**TO:** DEPUTY MINISTERS  
EXECUTIVE FINANCIAL OFFICERS

**DIRECTIVE:** 3/98

**SUBJECT:** Information and Privacy Training

The purpose of this directive is to implement a decision of Cabinet.

**POLICY:**

1. The Information, Science and Technology Agency (ISTA) is responsible for coordinating the development and delivery of training to allow ministries to adequately meet their responsibilities under the *Freedom of Information and Protection of Privacy Act*.
2. Ministries must deliver an adequate level of freedom of information and protection of privacy training to all staff.
3. Ministries are required to develop an annual training plan, in a form determined by the Deputy Minister and Chief Information Officer, and provide ISTA with a report on the training that has been delivered on or before December 1 each year.

**APPLICATION:**

This directive applies to all ministries.

**EFFECTIVE DATE:** July 1, 1998

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Stuart Culbertson  
Deputy Minister and  
Chief Information Officer