



LGMA and LGLA in partnership are pleased to offer a webinar on

**Elected Official Freedom of Information & Protection of Privacy Training**



*As an elected official what are the key things you need to know about freedom of information and protection of privacy?*

Date and Time: Wednesday, November 25, 10:30 am - noon

Cost: \$99 per registrant + GST

Presenters: Sophie Loerich – Records Process Management and Privacy Coordinator, City of Surrey, and LGMA FOIPPA/Records Management committee member and Angila Bains – Manager, Information Services, Capital Regional District, and LGMA FOIPPA/Records Management committee member

This one and a half hour, interactive webinar will walk participants through a presentation designed to help educate local government elected officials on the law and best practices pertaining to freedom of information and protection of privacy (FOIPP).

The objectives include:

- Present relevant, practical, clear and simple information to elected officials on how to conduct business as it relates to FOIPP. Topics include a discussion on elected officials using personal/local government emails and calendars, and using social media. What does it mean that records are the custody of their local government? Help elected officials understand how FOI applies: what is private information and what is public?
- Provide resource take-away material that will be of assistance to elected officials as they carry out their duties.

**Cancellation Policy** – Requests for refund/cancellation will be accepted until one week before the webinar, subject to a \$50 cancellation fee. No refund will be provided otherwise, although substitutions are permitted.

**Course Format**

The course is presented in a webinar format with registrants participating via a toll free telephone line and their computer in an on-line webinar conference. Participants will have an opportunity to ask questions during the webinar.

Each webinar session is recorded. This is done to allow a registrant who missed the session, or who wishes to reinforce their learning, to view the session a second time.