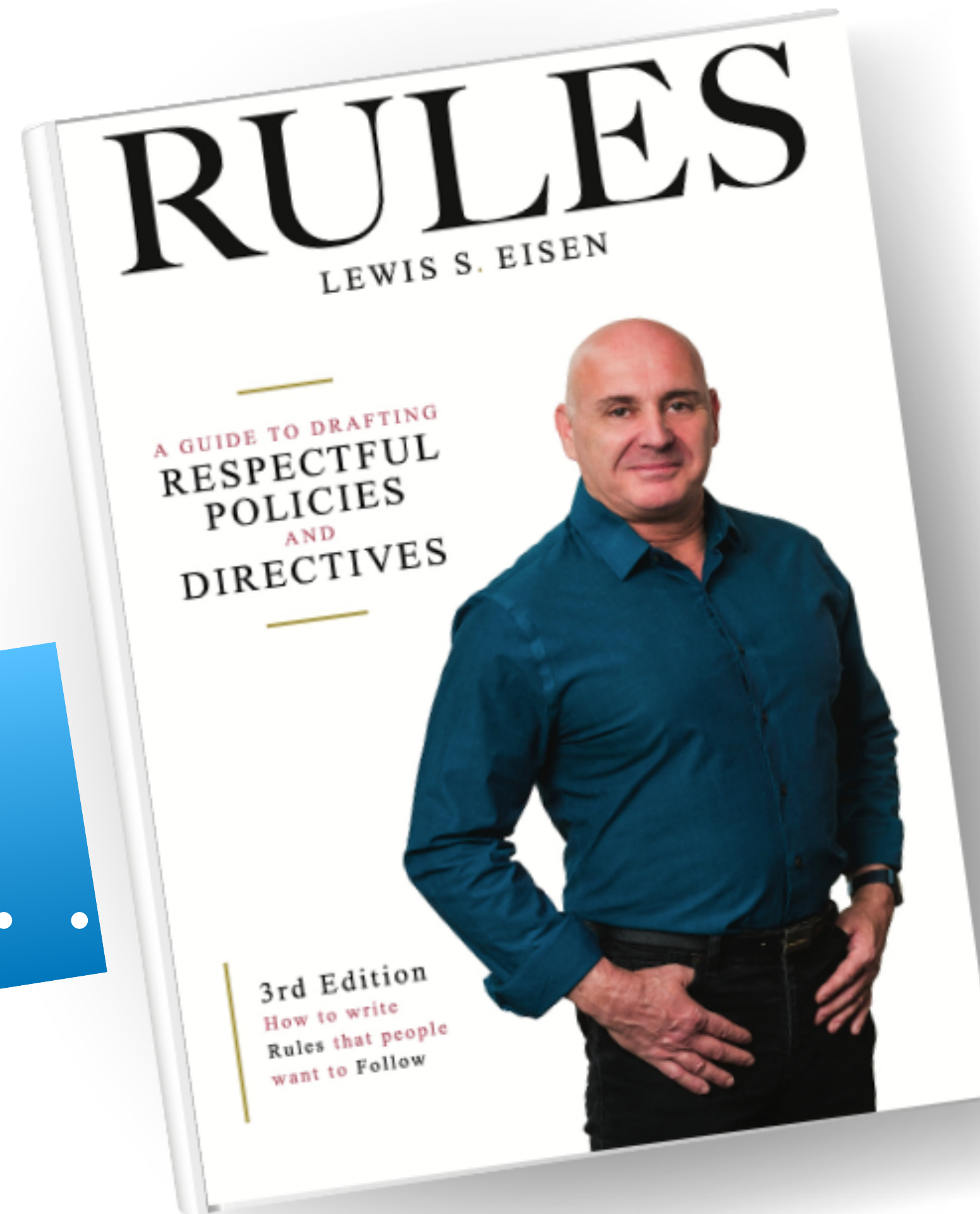


“I *love* my organization’s data policies,”

said no one...



How would other people in your organization describe your data policies?

POLL

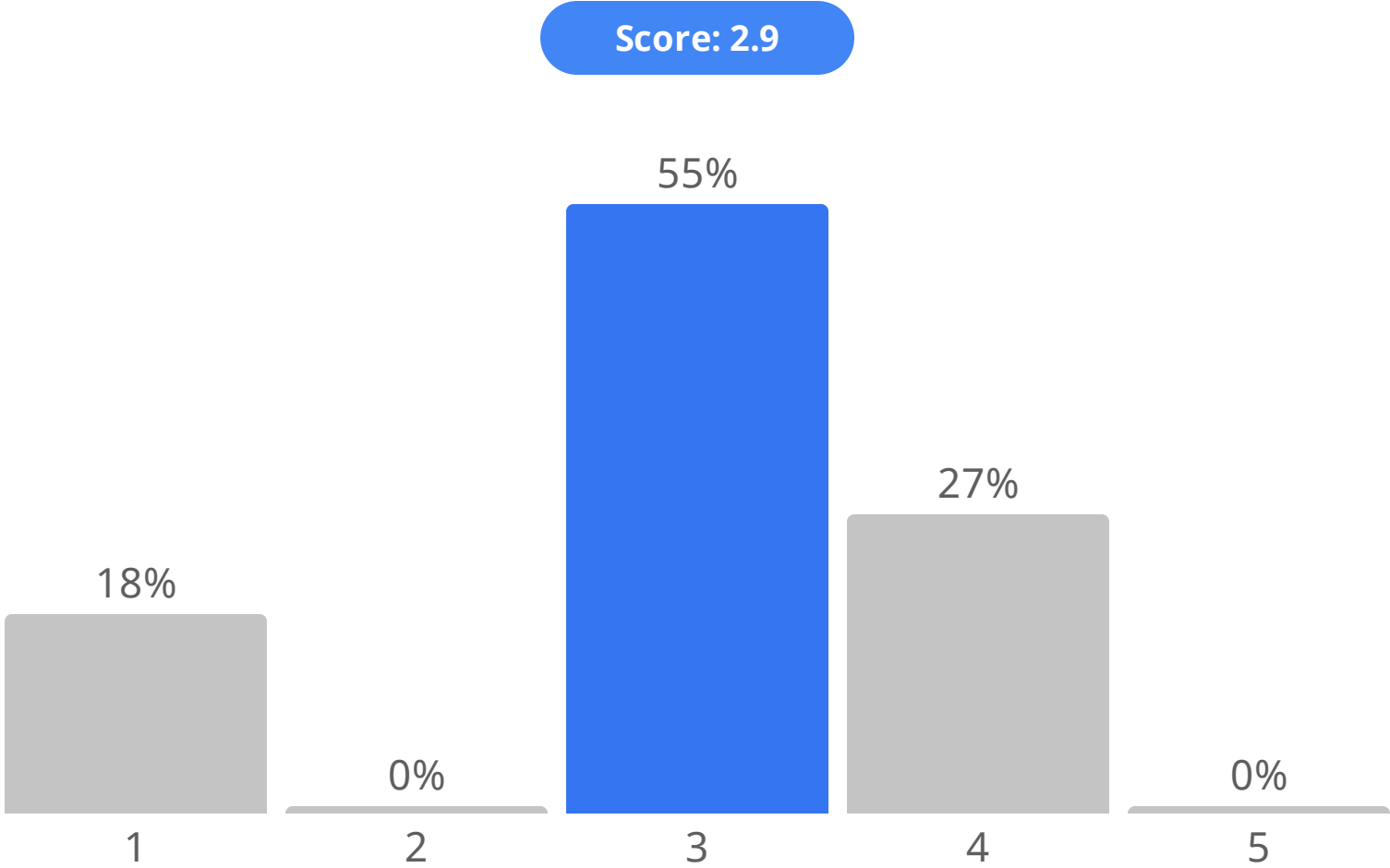


sli.do

- 5 “Our data policies are **great.**”
- 4 “Our data policies are good.”
- 3 “I guess our data policies are okay.”
- 2 “I don’t like our data policies much.”
- 1 I have no clue what they’d say

Current: Terrible 1 2 3 4 5 Great

0 1 1



How would you like other people in your organization to describe your data policies?

POLL



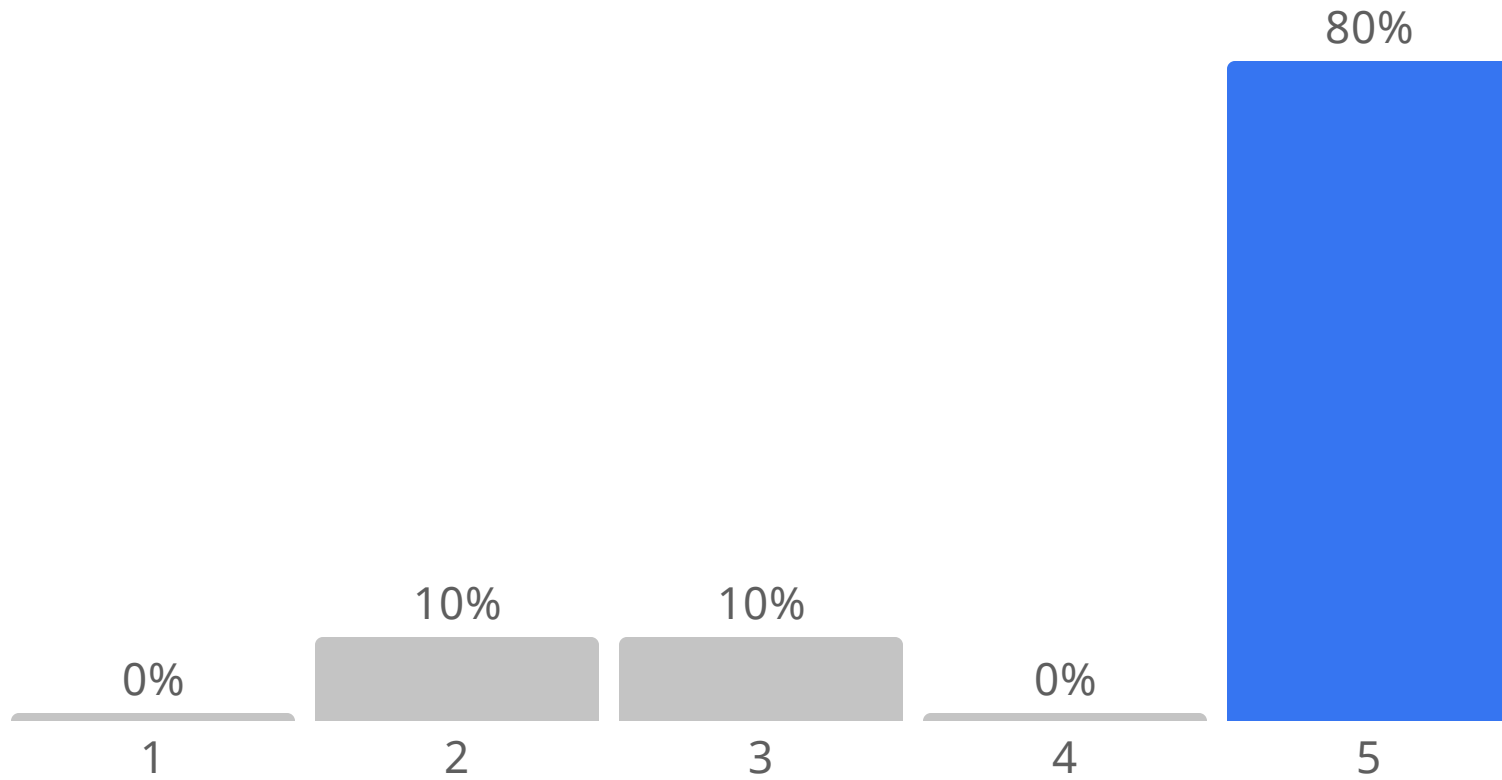
sli.do

- 5 “Our data policies are **great.**”
- 4 “Our data policies are good.”
- 3 “I guess our data policies are okay.”
- 2 “I don’t like our data policies much.”
- 1 I don’t care how they feel about them.

Desired: Terrible 1 2 3 4 5 Great

0 1 0

Score: 4.5



What level of trust does your organization operate with?

POLL



sli.do

5 Culture of Trust

4

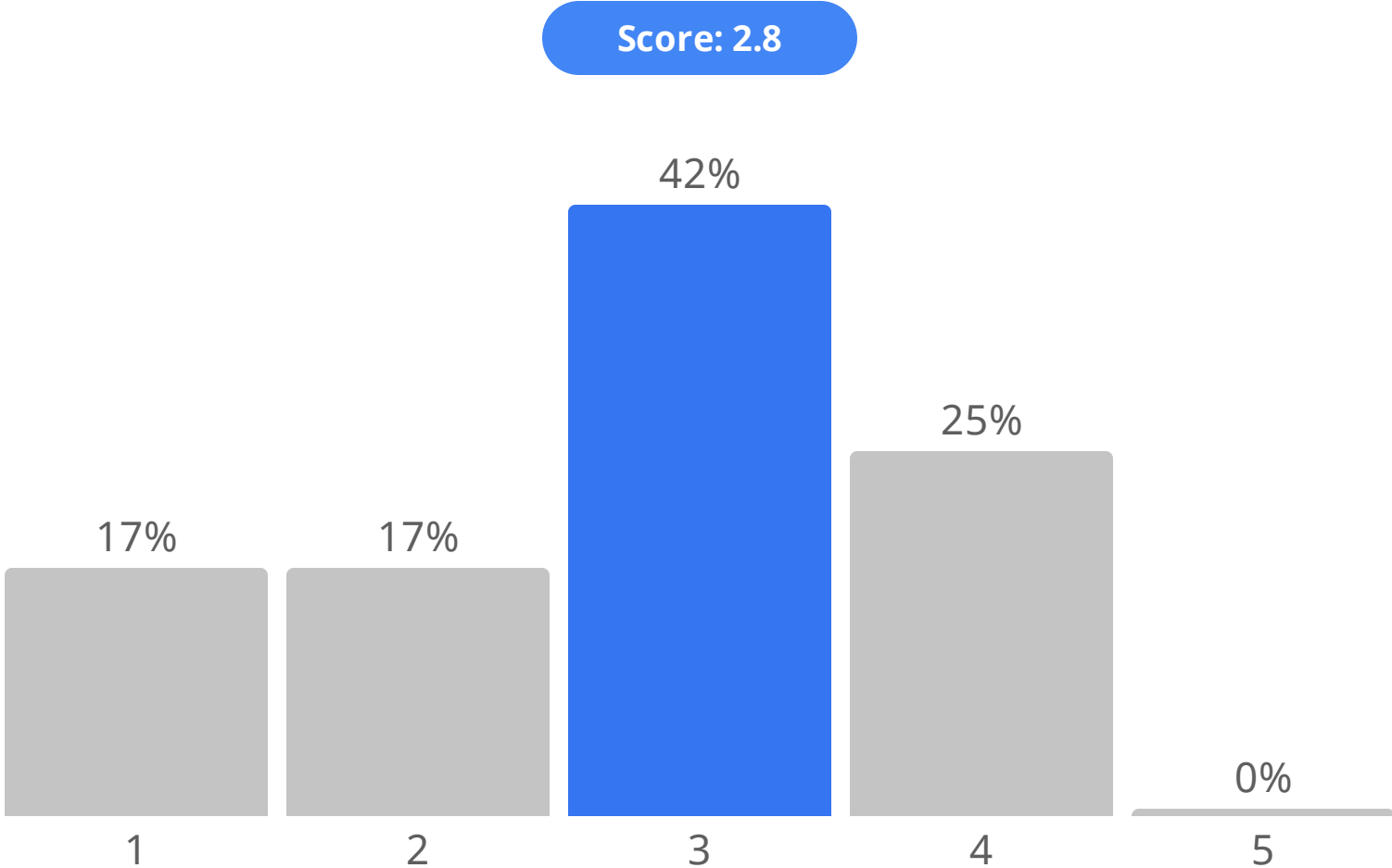
3

2

1 Culture of Distrust

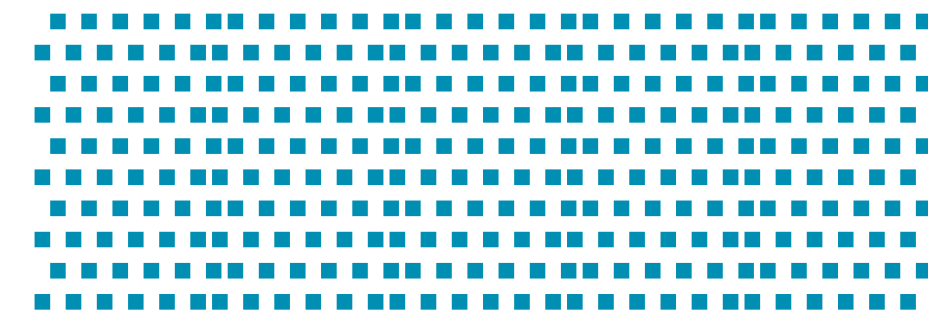
Culture of Distrust 1 2 3 4 5 Culture of Trust

0 1 2



Experience

- Lawyer
- IT Consultant
- Information Management Specialist (CIP)
- Government Policy Writer
 - Commissioner for Federal Judicial Affairs
 - Service Canada
 - Fisheries and Oceans
 - Industry Canada
 - Bank of Canada
 - Treasury Board Secretariat
 - Canada School of Public Service



Social Media Policy

It is prohibited for any  employee to use or manage a social media account that is not approved by the Associate Deputy Minister.

RUDE AND AGGRESSIVE BEHAVIOUR WILL NOT BE TOLERATED

**You will be asked to leave, if you do not leave
the authorities will be called. *No exceptions.***

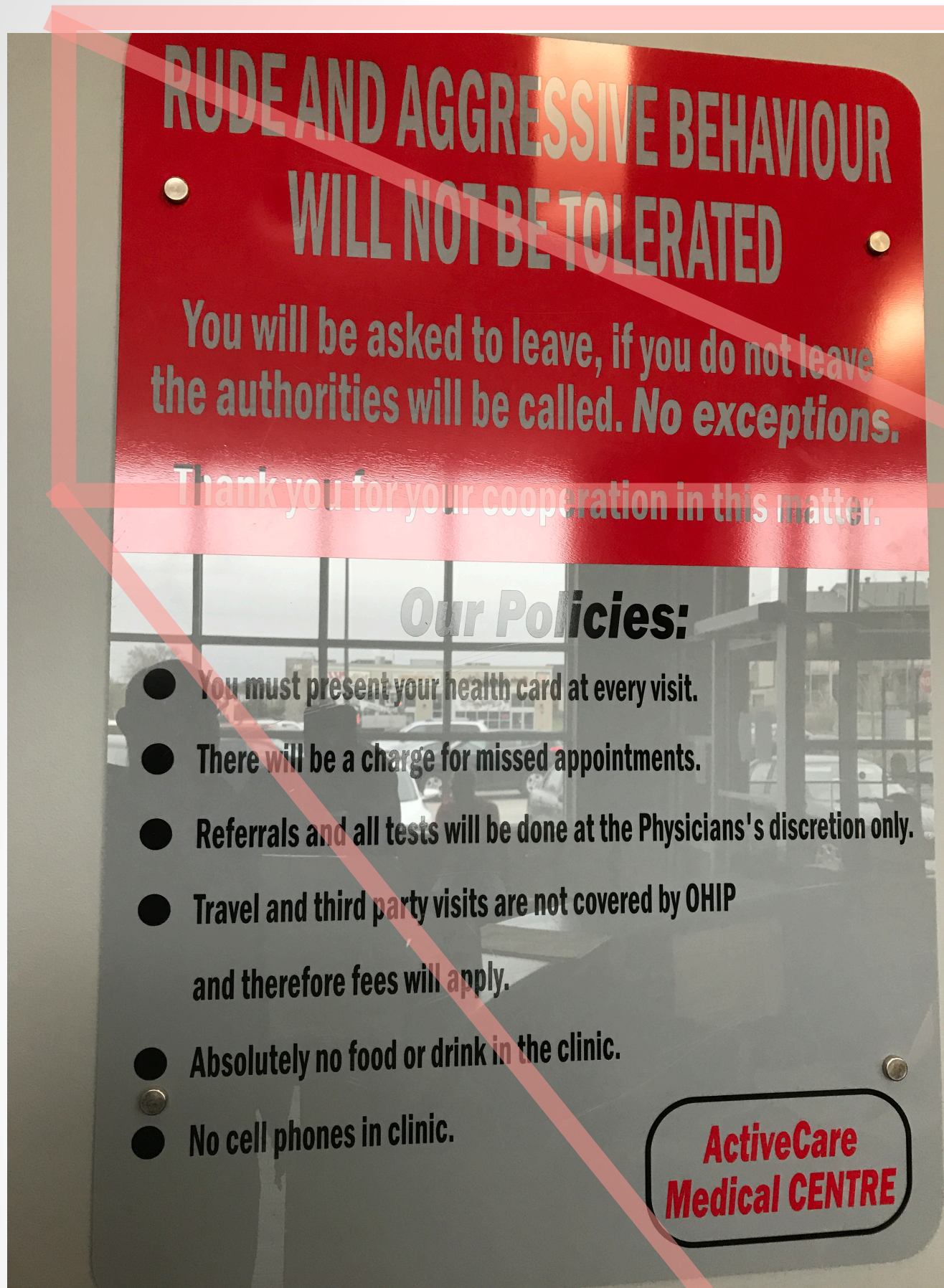
Thank you for your cooperation in this matter.

Our Policies:

- **You must present your health card at every visit.**
- **There will be a charge for missed appointments.**
- **Referrals and all tests will be done at the Physicians's discretion only.**
- **Travel and third party visits are not covered by OHIP
and therefore fees will apply.**
- **Absolutely no food or drink in the clinic.**
- **No cell phones in clinic.**

**ActiveCare
Medical CENTRE**





RUDE AND AGGRESSIVE BEHAVIOUR WILL NOT BE TOLERATED

You will be asked to leave. If you do not leave, the authorities will be called. *No exceptions.*



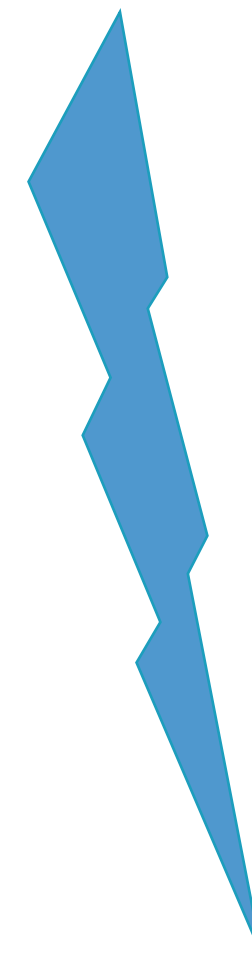
Employee Vacation Policy

6) All employees must submit vacation requests at least one week in advance. Any request not submitted on time may be refused.

6) Requests for vacation are considered when submitted at least one week in advance.

Portable Technology Policy

5) Employees are forbidden from inserting thumb drives into corporate computers without first obtaining the written consent of the CIO.



5) Employees may insert thumb drives into corporate computers with the written consent of the CIO.

Office Policy

3) Office hours are from 9:00 to 17:00.

Criminal Code

§235 (1) Every one who commits first degree murder or second degree murder is guilty of an indictable offence and shall be sentenced to imprisonment for life.

laws-lois.justice.gc.ca/eng/acts/C-46



Criminal Code

§344 (1) Every person who commits robbery is guilty of an indictable offence and liable

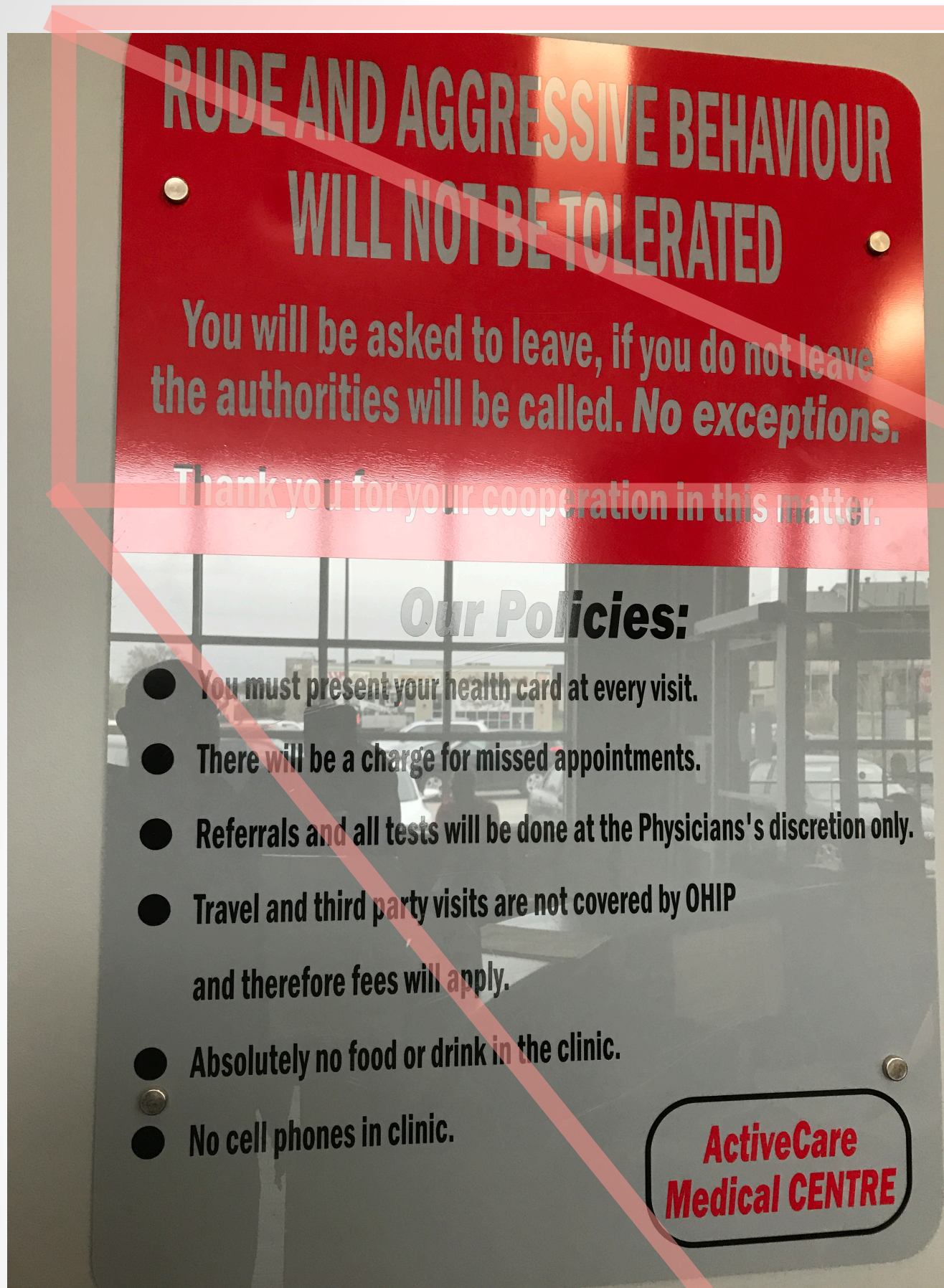
(a) ...to imprisonment for life and to a minimum punishment of imprisonment for a term of

(i) in the case of a first offence, five years, and

(ii) in the case of a second or subsequent offence, seven years

laws-lois.justice.gc.ca/eng/acts/C-46





RUDE AND AGGRESSIVE BEHAVIOUR WILL NOT BE TOLERATED

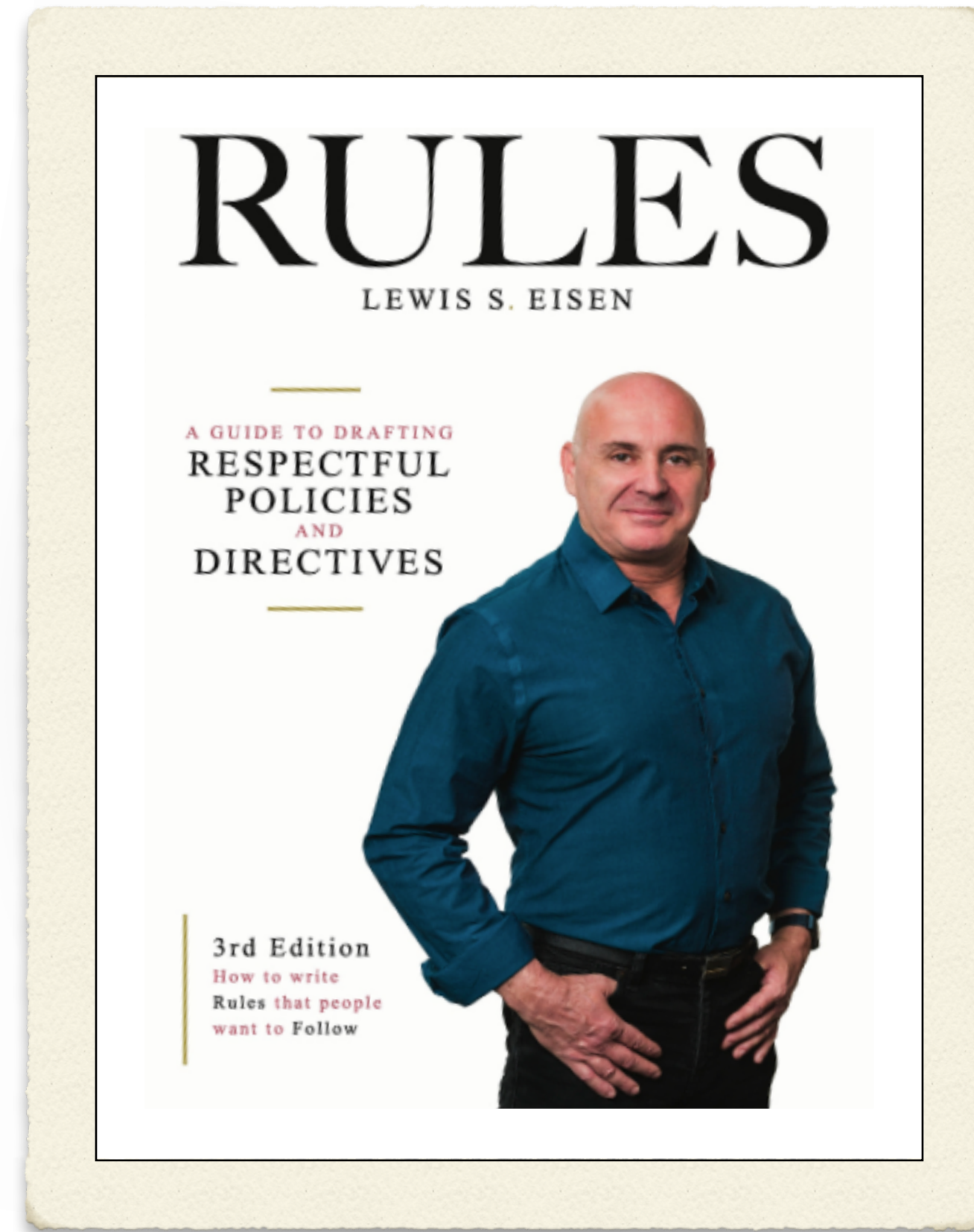
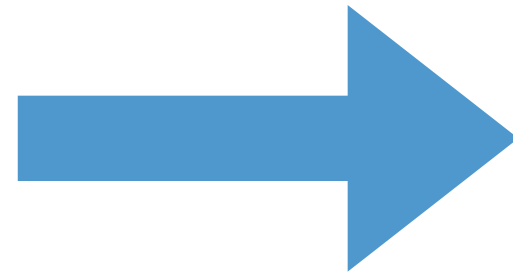
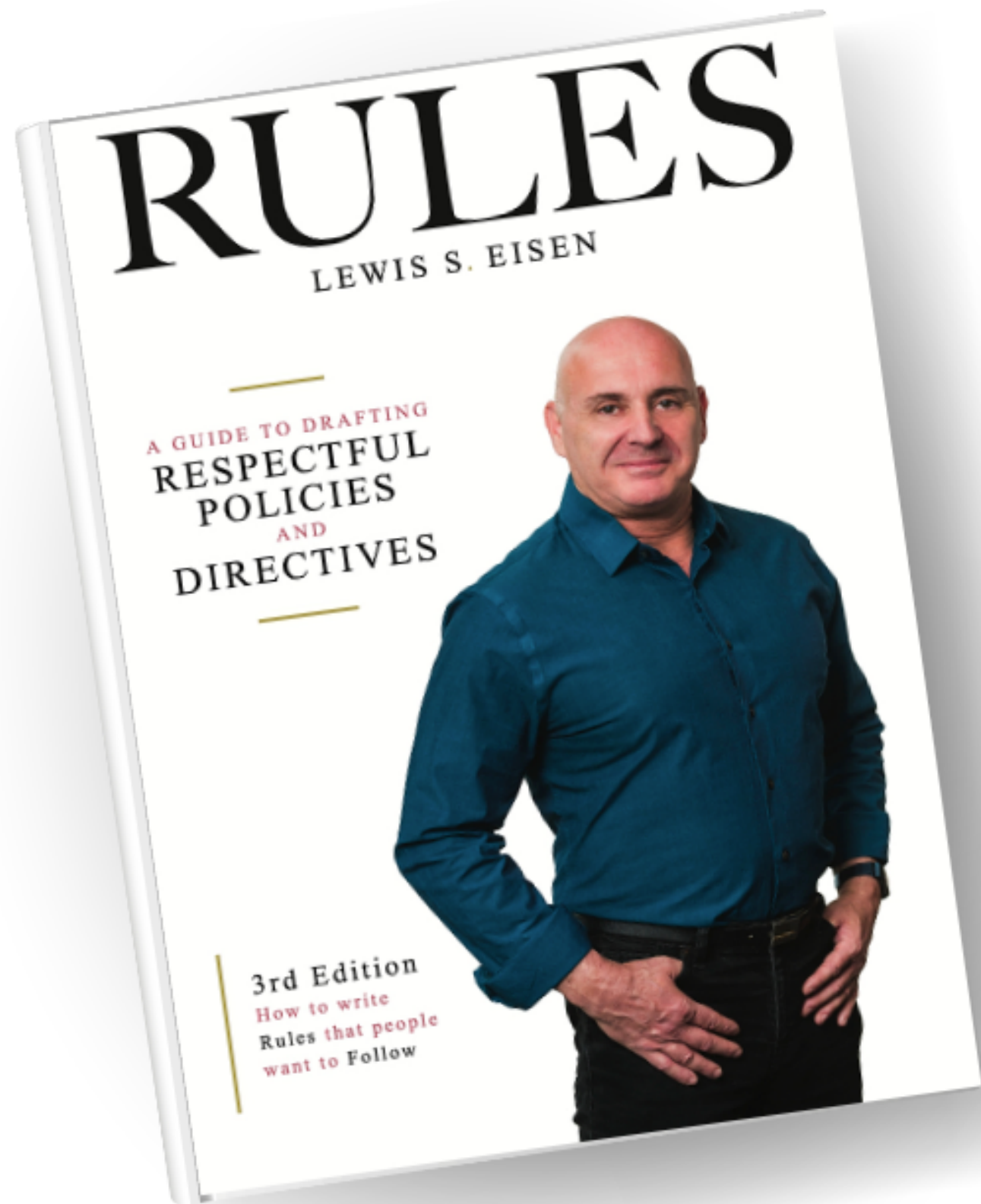
You will be asked to leave. If you do not leave, the authorities will be called. **No exceptions.**



Records policy

Employees must be given access to any data containing personal information about them.

Employees are entitled to have access to any data containing personal information about them.



Policy on Acceptable Colours

3. You must use one of the following RGB colours to highlight text.

- #B97DA0



- #C455F2



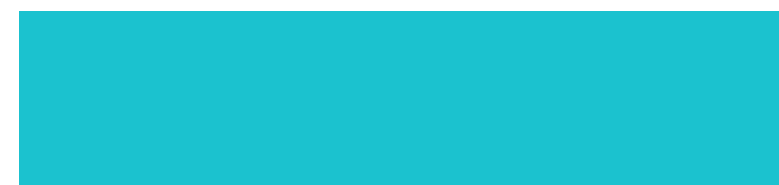
- #6698F5



- #907F01



- #20B7C4



Policy on Acceptable Colours

3. When choosing colours for e-books, we conform to W3C recommendations for maintaining a readable contrast ratio between text and background colours.



Technical Explanation

Use the following formula to determine whether a highlight colour is compliant with the policy.

$$Y = (0.2126 * \mathbf{R}) + (0.7152 * \mathbf{G}) + (0.0722 * \mathbf{B}).$$

Acceptable values of Y range from 102 to 153.



Here are some examples of colours you can use:

- #B97DA0



- #C455F2



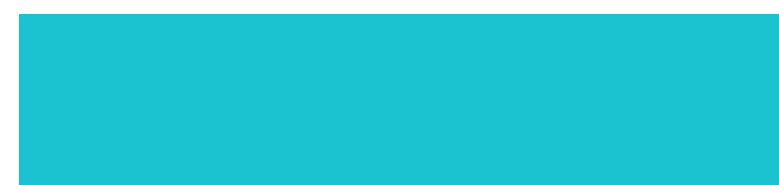
- #6698F5



- #907F01



- #20B7C4





VALUES

Principles

FOUNDATIONAL



POLICIES

Standards
Procedures

AUTHORITIES



Recommendations

Best Practices

Examples

Training Material

GUIDANCE





FOUNDATIONAL

VALUES

Principles

Accessibility

Usability

Usability over æsthetics



AUTHORITIES

POLICIES

Standards
Procedures

We adopt W3C contrast standards.

$$Y = (0.2126 * R) + (0.7152 * G) + (0.0722 * B)$$



GUIDANCE

Recommendations

Best Practices

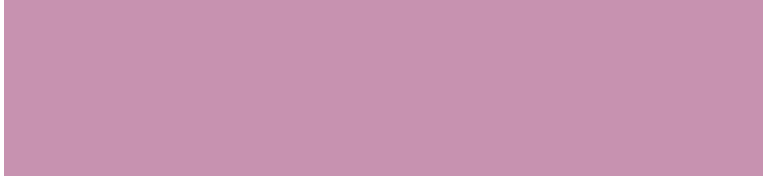

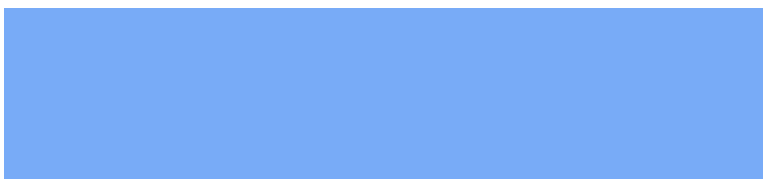

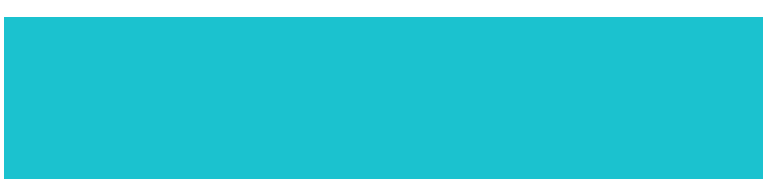
Examples

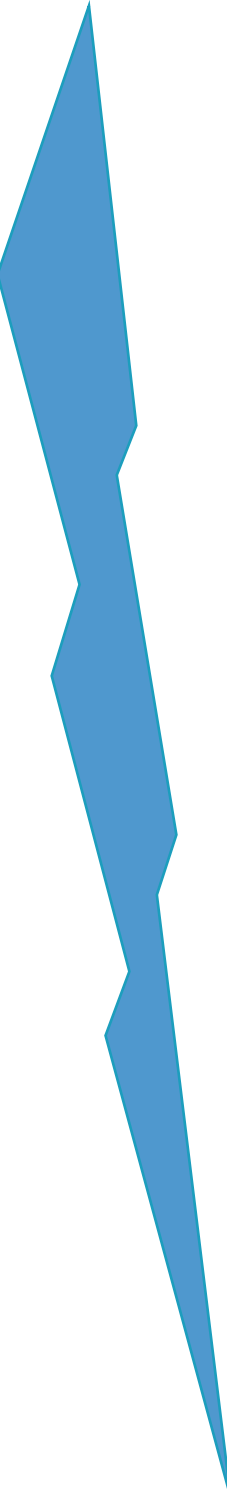
Training Material



Policy on Acceptable Colours

3. You must use one of the following RGB colours to highlight text.

- #B97DA0 
- #C455F2 
- #6698F5 
- #907F01 
- #20B7C4 



3. When choosing colours for e-books, we conform to W3C recommendations for maintaining a readable contrast ratio between text and background colours.



Database Development Policy

3. Every database developed in the organization must undergo a Privacy Impact Assessment before implementation.





VALUES

Principles

FOUNDATIONAL



POLICIES

Standards
Procedures

AUTHORITIES



Recommendations

Best Practices

Examples

Training Material

GUIDANCE





FOUNDATIONAL

VALUES

Principles

(privacy)

prevention

prevention outweighs speed



AUTHORITIES

POLICIES

Standards

Procedures

We take steps to prevent privacy breaches in new databases before they happen.

Privacy Impact Assessment



GUIDANCE

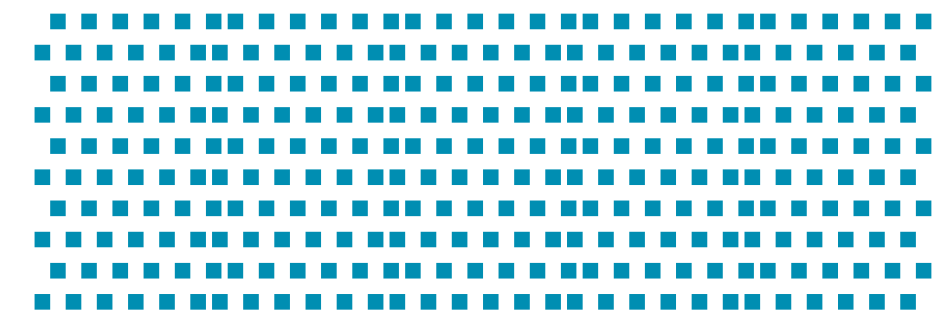
Recommendations

Best Practices

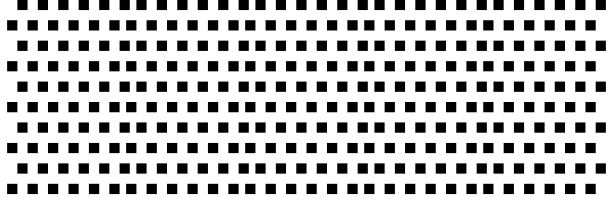
Examples

Training Material





Social Media Policy

It is prohibited for any  employee to use or manage a social media account that is not approved by the Associate Deputy Minister.

Policy on Management of Assets

Interpretation

“assets” includes furniture, equipment, real property, and intellectual property.

1. Each Branch is charged with maintaining inventory, managing, safeguarding, and disposing...



Policy on Management of Assets

Interpretation

“assets” includes furniture, equipment, real property, intellectual property, **and data.**

1. Each Branch is charged with maintaining inventory, managing, safeguarding, and disposing...



“I *love* my organization’s data policies,”

said no one...

Advanced Policy Drafting Techniques

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