

## **Public Sector CIO Council/ Public Sector Service Delivery Council**

### **Privacy Sub-committee**

#### **TERMS OF REFERENCE**

##### ***Purpose***

- To provide a national forum for the exchange of information relating to access to information/Freedom of Information and privacy research, best practices, training, IT products, and other resources, in support of public sector programs and objectives;
- To support the mission of the PSCIOC "to enable enhanced service to the Canadian public through collaboration across governments and demonstrated leadership in the management of information and technology"; and,
- To support the mandate of the PSSDC to "share information, develop partnerships and facilitate potential solutions that can be used to improve public sector service delivery" by playing a leadership and coordination role in matters related to access to information and privacy protection.

##### **Objectives**

- to promote access and privacy principles and to provide leadership and a centre of expertise on access and privacy matters to the PSCIOC/PSSDC;
- to support the goals and priorities of the PSCIOC/PSSDC by initiating inter-jurisdictional co-operative ventures related to access and privacy and/or working with other committees (e.g. security) to foster the access and privacy agenda;
- to facilitate ongoing communication between the PSCIOC/PSSDC and Information and Privacy Commissioners across Canada on matters respecting access and privacy to foster an understanding of the issues and solutions;
- to share knowledge and create awareness on private sector privacy legislation in Canada;
- to develop tools and access and privacy design solutions to support consistent practices between jurisdictions.

##### ***Governance/Reporting***

The Sub-committee will be chaired by a federal/provincial/territorial representative. The Chair will be nominated by the members and will serve a one- to two-year term. A Vice-Chair will also be nominated by members, and assume the role of Chair after the Chair's term ends. The Chair reports to the PSCIOC/PSSDC at their regular meetings.

## ***Membership***

- One or two representatives from each provincial and territorial jurisdiction. Representatives are generally responsible for access and privacy legislation administration, private sector privacy legislation and/or designing privacy and security solutions for the electronic service delivery environment.
- A representative from Industry Canada, Health Canada, Human Resources and Social Development Canada/Service Canada and the Treasury Board Secretariat (Government of Canada).

## ***Meetings***

At least one formal meeting will be held each year. Where practical, these meetings will be held in conjunction with access and privacy conferences or other similar events held throughout the country.

- Agenda and note taking support will be arranged by the Chair. Meeting arrangements will be provided by the host jurisdiction.

In addition, communication by email and conference call will be arranged by the Chair as needed.