



IDENTIFICATION

| Department | Position Title | |
|-----------------|---------------------------------|------------------------|
| Justice | Information and Privacy Analyst | |
| Position Number | Community | Division/Region |
| 82-15595 | Yellowknife | Policy and Planning/HQ |

PURPOSE OF THE POSITION

The Information and Privacy Analyst provides analysis and advice to GNWT departments, boards and agencies in the administration of the *Access to Information and Protection of Privacy Act (ATIPP Act)*, regulations and policies in a manner that is consistent with the overall vision and direction of the GNWT.

The position is responsible for reviewing and responding to access to information requests received by the GNWT Access and Privacy Office on behalf of all GNWT departments and the NWT Housing Corporation. The position also assists in providing analysis and advice on access to information and privacy matters, including the interpretation of the *ATIPP Act*, to all other public bodies subject the Act. The position assists in the research, development and implementation of policies and procedures that promote the consistent and effective application of access and privacy standards throughout the GNWT.

Located in the Department of Justice the GNWT Access and Privacy Office supports all GNWT departments, boards and agencies in complying with the *ATIPP Act*. The Office operates under a two-tiered structure:

- Provide access to information services within a centralized/shared service model to GNWT departments and the NWT Housing Corporation. The Office also provides advice and support in the development and implementation of departmental privacy management programs.
- Provide access to information and protection of privacy advice and supports to all other public bodies subject to the *ATIPP Act*.

SCOPE

Reporting to the GNWT Access and Privacy Officer, the Information and Privacy Analyst is responsible for providing advice, services and support relating to the processing of access to

information requests and privacy reviews, as well as broader protection of privacy matters, to GNWT departments, boards and agencies.

The *ATIPP Act* is structured to have primacy over all other pieces of legislation, with minor exceptions of those Acts that have “notwithstanding clauses”. The Information and Privacy Analyst must have seasoned knowledge and understanding of access and privacy legislation and will need to be familiar with similar federal legislation.

Within the implementation of a centralized/shared service office for access to information, a primary objective is to enable the GNWT to build and provide the necessary capacity and expertise for responding to access matters in a more efficient and effective manner. A further objective of the Office is to support the GNWT’s public commitment that the privacy protections in the *ATIPP Act* will be administered consistently and fairly. The GNWT Access and Privacy Office allows the GNWT to standardize government-wide processes; implement best practices across all public bodies; provide effective deployment of staff for large, complex access requests; and build broader expertise within the GNWT on the *ATIPP Act* and related processes.

Under the direction of the GNWT Access and Privacy Officer, the Information and Privacy Analyst will assist in the processing of formal access to information requests received, administered and processed through the GNWT Access and Privacy Office. The incumbent will also assist in the development, implementation, and maintenance of new or revised standards and procedures relative to information and protection of privacy matters. The incumbent will also assist in the development and delivery of access and privacy training for GNWT staff.

The position requires the incumbent to exercise discretion in balancing priorities and dealing with sensitive matters. Discretion is required in recommending appropriate courses of action for matters as they arise.

RESPONSIBILITIES

1. Processes access to information requests received by GNWT departments subject to the GNWT Access and Privacy Centralized Services and assists GNWT Departments and public bodies on meeting obligations under the *ATIPP Act*.

Access to Information Duties:

- Analyze and evaluate the implications and advisability of possible options for dealing with access to information requests, and recommending a course of action;
- Exercise independent discretion in negotiating with the requestor (including media applicants) on the legal, financial and administrative issues related to the request;
- Process the request from receipt to disclosure of records, remaining current as to status and deadlines;
- Direct department’s program area staff in identifying and determining the location of the requested records and arrange for their retrieval;
- Research and analyze the relevant data to determine whether fees may be charged and calculating the appropriate fee estimate;
- Analyze documents for the purpose of applying the exceptions to disclosure in the Act; and

- Develop and monitor procedures for the administration of the Act, such as tracking of requests, statistical reporting and ensuring adherence to legislative requirements, including the handling of appeals.

Privacy Duties:

- Provide advice to GNWT departments and all other public bodies in the implementation and promotion of protection of privacy guidelines, policies, and procedures related to the application of *ATIPP Act* privacy protections, including advising public bodies of appropriate privacy practices to be incorporated in the development of departmental specific privacy management programs;
- Assist in monitoring and evaluation of GNWT departments and public bodies' practices in relation to the collection, use, disclosure, retention and disposal of personal information to ensure compliance with Act;
- Assist in the development of GNWT departmental policies related to the protection of privacy, security and access of personal information held by the department, and assist in the implementation of these policies; and
- Conduct the analysis and identification of personal information use, collection and disclosure issues, and prepare reports and presentations for the GNWT Access and Privacy with recommendations for the implementation of routine disclosure and active dissemination policies and procedures to meet GNWT Open Government Open Data initiatives.

2. Assist the GNWT Access and Privacy Officer with the development of new or revised GNWT policies, guidelines and/or procedures on access to information and/or privacy matters, taking into consideration risks or gaps. This will include but not be limited to:

- Research, analyze, develop and implement strategic GNWT policies and procedures relating to access to information and protection of privacy initiatives, including privacy protection tools such as privacy impact assessments, privacy audits and privacy breach reporting protocols;
- Research and draft subject matter relating to the use and application of ATIPP related policies, guidelines and tools as appropriate;
- Analyze proposed collection, use, disclosure, and destruction of personal information through all stages of programs or systems improvement or creation to identify and mitigate risks of inappropriate disclosure and to ensure adherence to all relevant privacy legislation, policy and best practices; and
- Analyze and report on the proposed security, or lack of security, of personal information and records, and propose mitigation strategies.

3. Assist the GNWT Access and Privacy Officer in the design, coordination and delivery of GNWT access and privacy training sessions to build policy and administrative capacity within the GNWT to meet responsibilities under the *ATIPP Act*.

- Survey and analyze training needs of public bodies and aid in developing appropriate training plans to implement training;
- Assist in the development of customized training materials and approaches for the various training sessions offered, including training sessions specific to devolution employees;

- Assist in the coordination of the delivery of employee training in cooperation with the Department of Finance, Human Resource Division;
- Assist in the evaluation of training requirements and training modules, including the development of survey instruments to solicit feedback from participants and GNWT stakeholders.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

Visual and auditory senses are used the most to perform the duties of the position. Accuracy is crucial for this position, particularly in analyzing documents for the purposes of information disclosure.

Mental Demands

A high level of concentration and attention is essential, as decisions about the release of information can have serious impacts. For this reason, work must be of the utmost level of accuracy. The scope of work can involve politically sensitive issues and tight deadlines with a high degree of intensity. Individual may be exposed to sensitive and disturbing information associated with the analysis and severing of personal records. These conditions can lead to mental and emotional fatigue and stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of access and privacy legislation with knowledge of the NWT *ATIPP Act* considered an asset;
- Knowledge of government policies and procedures related to the administration of access and privacy legislation;
- Knowledge of other legislation, policies and procedures in relation to the collection, use and disclosure of personal information;
- Effective written and verbal communications skills, including the ability to maintain professional communications in difficult circumstances;
- Knowledge of records management theory and practice;
- Strong research/analytical/problem solving skills;
- Ability to assess risk and recommend mitigation strategies;
- Project management skills;
- Strong organizational skills;
- Ability to work effectively in a team environment both as a team member and team leader; and
- Ability to exercise professional judgment and discretion.

Typically, the above qualifications would be attained by:

A Bachelor's degree in public administration, information management, business or a related discipline with two (2) years of experience in a policy, legislative or program setting.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French Language (check one if applicable)

- ☐ French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - READING COMPREHENSION:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
 - WRITING SKILLS:
 - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

Indigenous Language: Select Language

- ☐ Required
- ☐ Preferred