**Toolkit for New Institutions**

**Glossary of terms related to access to information and privacy**

<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/glossary-access-information-privacy.html>

**TBS Web pages on access to information and privacy**

[Access to Information and privacy](https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy.html) / [Accès à l’information et protection des renseignements personnels](https://www.canada.ca/fr/secretariat-conseil-tresor/sujets/acces-information-protection-reseignements-personnels.html)

* + [Access to information in the federal government](https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy/access-information.html) / [Accès à l’information au government fédéral](https://www.canada.ca/fr/secretariat-conseil-tresor/sujets/acces-information-protection-reseignements-personnels/acces-information.html)
  + [Privacy](https://www.canada.ca/en/treasury-board-secretariat/topics/access-information-privacy/privacy.html) /  [La protection des renseignements personnels](https://www.canada.ca/fr/secretariat-conseil-tresor/sujets/acces-information-protection-reseignements-personnels/protection-renseignement-personnels.html)

**Access to Information Manual**

<https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/access-information-manual.html>

**Guidance on delegation orders under the ATIA and the PA**

[Delegation under the Access to Information Act and the Privacy Act](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/delegation-under-access-information-act-privacy-act.html) / [Délégation en vertu de la Loi sur l’accès à l’information et de la Loi sur la protection des renseignements personnels](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/acces-information/delegation-vertu-loi-acces-information-loi-protection-renseignements-personnels.html)

**Policy Instruments – access to information**

* **Policy**

[*Policy on the Access to Information Act*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12453)/ [*Politique sur l’accès à l’information*](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=12453)

* **Directive**

[*Interim Directive on the administration of the Access to Information Act*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18310) / [*Directive provisoire concernant l’administration de la Loi sur l’accès à l’information*](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=18310)

* **Guidance**

[Access to Information Manual](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/access-information-manual.html) / [Manuel de l’accès à l’information](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/acces-information/manuel-acces-information.html)

[Advisory Notices (Office of the Information Commissioner)](http://www.oic-ci.gc.ca/eng/inv-inv_advisory-notices-avis-information.aspx) / [Avis d’information (Commissariat à l’information du Canada)](http://www.oic-ci.gc.ca/fra/inv-inv_advisory-notices-avis-information.aspx)

**Policy Instruments – privacy**

* **Policy**

[*Policy on Privacy Protection*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=12510) / [*Politique sur la protection de la vie privée*](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=12510)

* **Directives**

[*Directive on Privacy Impact Assessment*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18308) / [Directive sur l’évaluation des facteurs relatifs à la vie privée](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=18308)

[*Directive on Privacy Practices*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=18309) / [*Directive sur les pratiques relatives à la protection de la vie privée*](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=18309)

[*Directive on Social Insurance number*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13342) / [Directive sur le numéro d’assurance sociale](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=13342)

[*Directive on Personal Information Requests and Correction of Personal Information*](http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32590) / [*Directive sur les demandes de renseignements personnels et de correction des renseignements personnels*](http://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=32590)

* **Guidance**

[*Standard on Privacy and Web Analytics*](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=26761) / [Norme sur la protection de la vie privée et le Web analytique](https://www.tbs-sct.gc.ca/pol/doc-fra.aspx?id=26761)

[*Privacy Breach Management*](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/privacy/breach-management.html) / [Gestion des atteintes à la vie privée](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/protection-renseignement-personnels/gestion-attentes-vie-privee.html)

**Information about programs and information holdings (formerly known as *Info Source*)**

[Information about programs and information holdings](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/information-about-programs-information-holdings.html) / [Renseignements sur les programmes et les fonds de renseignements](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/acces-information/renseignements-programmes-fonds-renseignements.html)

[Info Source Decentralized Publishing Requirements](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/info-source-decentralized-publishing-requirements.html) / [Info Source Exigences relatives à la publication décentralisée](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/acces-information/info-source-exigences-relatives-publication-decentralisee.html)

**Posting summaries of completed access to information request**

[Completed Access to Information Requests](https://open.canada.ca/en/search/ati?_ga=2.223003166.460110632.1531161798-1419575153.1517498856) / [Demandes d’accès à l’information complétée](https://ouvert.canada.ca/fr/search/ati?_ga=2.223003166.460110632.1531161798-1419575153.1517498856)

[Best practices for posting summaries of completed access to information requests](https://www.canada.ca/en/treasury-board-secretariat/services/access-information-privacy/access-information/best-practices-posting-summaries-completed-access-information-requests.html) / [Pratiques exemplaires pour la publication des sommaires des demandes d’accès à l’information complétées](https://www.canada.ca/fr/secretariat-conseil-tresor/services/acces-information-protection-reseignements-personnels/acces-information/pratiques-exemplaires-publication-sommaires-demandes-acces-information-completees.html)

**Processing of ATIP request**

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**Class of records (COR)**

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**Privacy Information Bank (PIB) and Privacy Impact Assessment (PIA)**

