

Workplan Tasks	2019		2020				2021	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Privacy Vision and Privacy Principles	Research and conduct jurisdictional scans		Report to Council					
Privacy Charter and Privacy Statement	Research and conduct jurisdictional scans		Consultation		Develop and document Privacy Vision, Privacy Principles, Privacy Charter, and Privacy Statement		Report to Council	
Privacy Awareness (for both City employees and citizens)	Process in existence for City employees		Develop and document process for citizens				Report to Council	
Privacy Auditing and Review Processes	Research and conduct jurisdictional scans		Formal documentation of processes and improvements				Report to Council	
Merits of having a Chief Privacy Officer	Research and conduct jurisdictional scans		Report to Council					

Workplan Tasks	2019		2020				2021	
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
Privacy Complaints Management	Process in existence		Formal documentation of process and improvements				Report to Council	
Digital Tools that assist with tracking and managing City projects involving data collection, use and disclosure	Research and consultations between Access and Privacy, Corporate Security, and Information Technology		Formal documentation of processes				Report to Council	
Data Governance Framework	Engage with partner cities, stakeholders, and non-governmental organizations		Draft Framework, Identify Pilot Smart City Projects to		Test Framework, Develop and Document Final Data Governance Framework		Report to Council	
Operational Privacy Toolkit	Operational Privacy Toolkit in existence (Access and Privacy Handbook, Privacy Impact Assessment form, report, and Administration policy; Privacy Breach report and Notification of Findings; FOIP Program Administrators and City employees in-person and online training)		Jurisdictional scans and update the Operational Privacy Toolkit				Report to Council → Publish on calgary.ca	