EMPLOYEE FAQ

• **What does the training provide?**
The training provides a basic overview of privacy, records management, and personal information security at UVic. It has been developed by the Chief Privacy Officer, the University Archives’ records management program, and University Systems’ Information Security Office, in collaboration with Human Resources.

• **Who should take the training?**
The training is mandatory for all staff with access to personal information through systems such as Banner and FAST, however we would encourage those who are interested in doing it to take part in the training.

• **When should the training be completed?**
The deadline for completion of the training is **August 12, 2016**.

  *It is expected that employees will complete their training during normal working hours.*

• **How do I access the training?**
The training is available through CourseSpaces. You must have a Netlink ID and password to be able to sign in.

  1. Navigate to [CourseSpaces](https://coursespaces.uvic.ca) and sign in to UVic if prompted.
  2. Go to the [Annual Online Privacy Training course site](https://coursespaces.uvic.ca/courses/920/)
  3. Join the course by clicking the ‘enrol me’ button

  *Note: This online training includes multimedia material. Text transcripts are provided for all audio content.*

• **Who can I contact for Technical Assistance?**
Please contact University Systems Help Desk
Email: helpdesk@uvic.ca
Telephone: 250-721-7687
Website: [http://www.uvic.ca/systems/services/contact/index.php](http://www.uvic.ca/systems/services/contact/index.php)