



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, 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 25, 2017**.

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 the [201706 Annual Online Privacy Training CourseSpaces](#) page (sign in to UVic if prompted).
2. 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>