

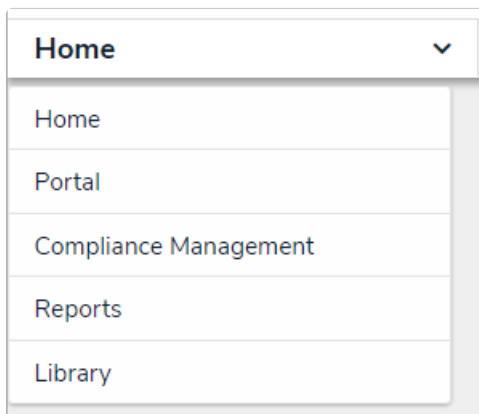
Review Regulatory Updates

Last Modified on 10/13/2022 12:16 pm EDT

When a regulatory requirement in the library has undergone a legislative update, all members of the compliance team will receive an e-mail notification listing all requirements that have been updated. Upon receiving this email alert, members of the Compliance Team can review the updated requirement and determine if it needs to be reassessed.

To review a regulatory update:

1. Log into a user account that's been added to the **Compliance Team** user group.
2. Click the dropdown in the nav bar > **Library** to display the **Regulatory Compliance Frameworks** activity.



The Library application in the nav bar

3. Click a framework to open in the **Regulatory Compliance Frameworks** section.

Compliance Framework Status **Active**

Privacy (Federal. BC, Alberta) CF-1

Compliance Framework Name
Privacy (Federal. BC, Alberta)

Description

Acknowledge Regulatory Updates

Select **Updates Report** or the **Updates Data Grid** to acknowledge changes made to Requirements and Requirement Details for this compliance framework.

Select **Review Requirements** to see a list of all Requirements and Requirement Details for this Compliance Framework.

UPDATES REPORT **UPDATES DATA GRID** **REVIEW REQUIREMENTS**

Viewing a Regulatory Compliance framework.

4. Click **Updates Report** to view a grid of all the regulatory requirements that have received updates in this framework.

Requirements

Search Table...

Requirement Unique ID	Requirement Name	Requirement Description	Source of Requirement	Date Updated	Effective Date	Regulatory Update
Req-24	Appointment of accountable person	An organization must appoint a qualified individual as Privacy Officer who is responsible for overseeing the development, implementation and maintenance of the organization's privacy program and compliance with PIPEDA. The identity of the person responsible for privacy (Privacy Officer) must be made public upon request. If appropriate, the Privacy Officer may be supported by a Privacy Office.	PIPEDA, Schedule 1, section 4.1 to 4.1.4 (http://laws-lois.justice.gc.ca/eng/acts/P-8.6/page-11.html) PIPEDA Self-Assessment Tool (https://www.priv.gc.ca/media/1966/pipeda_sa_tool_200807_e.pdf) Getting Accountability Right with a Privacy Management Program (https://www.priv.gc.ca/media/2102/gl_acc_201204_e.pdf) PIPA, sections 5, 36 to 44 (http://www.qp.alberta.ca/1266.cfm?page=P06P5.cfm&leg_type=Acts&isbncIn=9780779762507) and B.C. PIPA, section 4, 36 to 44 (http://www.bclaws.ca/civix/document/id/consol17/consol17/00_03063_01#section410) Guide for Businesses and Organizations on the Personal Information Protection Act (Alberta) (https://www.oipc.ab.ca/media/383666/guide_for_businesses_on_pipa_nov2008.pdf) A Guide to B.C.'s Personal Information Protection Act for Businesses and Organizations. (https://www.oipc.bc.ca/guidance-documents/1438)	October 27, 2021	July 10, 2021	● New Regulatory Requirement

The Updates Report

- Open a requirement marked as either **New Regulatory Requirement** or **Updated Regulatory Requirement** to open the **Regulatory Update** form.

Requirement Status **Regulatory Update**

Regulatory Update Req-24 ⋮

Review changes made to this Requirement to determine if a reassessment is required. Select the "...\" icon at the top-right of the form to review the Requirement's history.

Step 1: Review Requirement

Review details and important dates for this updated requirement.

Requirement Name

Appointment of accountable person

Description

An organization must appoint a qualified individual as Privacy Officer who is responsible for overseeing the development, implementation and maintenance of the organization's privacy program and compliance with PIPEDA. The identity of the person responsible for privacy (Privacy Officer) must be made public upon request. If appropriate, the Privacy Officer may be supported by a Privacy Office.

Source of Requirement

PIPEDA, Schedule 1, section 4.1 to 4.1.4 (<http://laws-lois.justice.gc.ca/eng/acts/P-8.6/page-11.html>)

PIPEDA Self-Assessment Tool (https://www.priv.gc.ca/media/1966/pipeda_sa_tool_200807_e.pdf)

The Regulatory Update form.

- Click the ⋮ icon and select **History** to view a chronological list of changes made to the requirement.

HISTORY ×

Appointment of accountable person Req-24

< **1** 2 3 4 ... >

Resolver Workflow (workflow@resolver.com) December 10, 2021 12:03 AM

Changed state from Active - Compliance to Regulatory Update by nightly trigger.

December 9, 2021 2:57 PM

Updated Status Updated Date to December 8, 2021.

December 9, 2021 1:49 PM

Updated formula Inherent to 10 by Data Import.

December 9, 2021 1:49 PM

Cleared formula Check if Date Updated is on or before Today and if the Requirement is New or Updated and if reassessment is required by Data Import.

The History of the requirement

- Review the details of the requirement as well as other objects that may be impacted by

changes made to the requirement in the **Step 1: Review Requirement** and **Step 2: Review Related Data** sections.

Step 2: Review Related Data ☰

Review requirement details, controls, and other data that may be impacted by this change.

Requirement Detail 🔍 Search Table...

Unique ID	Name	Regulatory Update	
RD-173	Appointment and mandate of privacy officer	● Updated Regulatory Requirement	✕
RD-172	Identifying Accountable Person	● New Regulatory Requirement	✕
RD-171	Qualifications of privacy officer	● New Regulatory Requirement	✕
RD-170	Privacy Office	● Update Acknowledged	✕
RD-10	Provincial Approach	● Update Acknowledged	✕

[🔍 ADD EXISTING REQUIREMENT DETAIL](#) [+ CREATE NEW](#)

Page 1 of 1 | 5 Rows

The Review Related Data section.

8. In the **Step 3: Regulatory Update** section:
 - a. Select whether or not the change necessitates a full reassessment of the requirement under **As a result of this change, does this Requirement need to be reassessed?**



Selecting **Yes** will trigger an automatic reassessment of this requirement in all relevant assessments once they are updated in step b below.

Step 3: Regulatory Update

Please ensure that you have reviewed all data in Step 2 before proceeding to Step 3.

Determine whether the change requires reassessment and push the changes to your assessments.

Regulatory Update

● New Regulatory Requirement

As a result of this change, does this Requirement need to be reassessed?

Yes No

Have you updated all Compliance Assessments in the "Assessments" section below?

Yes No

Please select the button below to complete this update.

COMPLETE UPDATE

The Step 3: Regulatory Update section.

b. If you selected yes to the above, select whether or not you have updated the attached compliance assessments under **Have you updated all Compliance Assessments in the "Assessments" section below?**

- If you selected **No**, the form will prompt you to scroll down to the [Assessments section](#) and click **Update Assessments**.

Assessments

Review assessments where this object exists and push updates as needed to sync the assessments with the library.

Compliance Assessment

ID	Name	Unique ID	Dimension	Workflow State	Last Sync	Last Modified
CA-2	Operations - Labour Law Compliance Assessment	C 1.1	OPERATIONS	ASSIGN CONTR...		2021-09-09
CA-2	Operations - Labour Law Compliance Assessment	C 1.1	OPERATIONS	ASSIGN CONTR...		2021-09-09

IT Compliance Assessments

ID	Name	Unique ID	Dimension	Workflow State	Last Sync	Last Modified
ICA-1	FEDRAMP IT Compliance Assessment	C 1.2	CORPORATE	DOCUMENT AN...		2021-09-09

ADD ASSESSMENTS TO UPDATE UPDATE ASSESSMENTS

The Assessments section.

- If you selected **Yes**, click **Complete Update** to move the requirement to an **Active** workflow state so it can be [reviewed](#).

9. Add [comments](#), as needed.