# Review Regulatory Updates

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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.
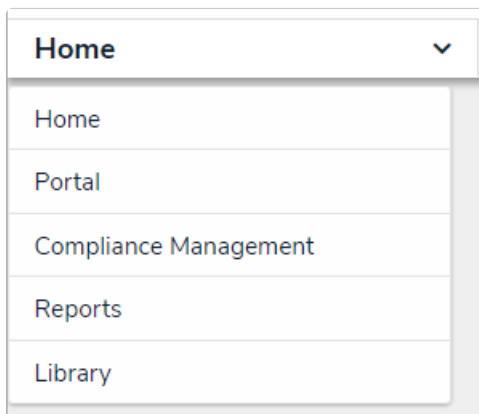
The Library application in the nav bar

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

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.

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&isbncln=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

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

The Regulatory Update form.

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

The History of the requirement

7. 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

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

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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?**

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

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**.

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.