

**ASAP Privacy Training – Implementable Solutions**  
**Thursday, December 5, 2013**  
**National Archives and Records Administration McGowan Theater – Washington, D.C.**  
(As of December 2, 2013)

Sponsored by the National Archives and Records Administration

\* The program qualifies for IAPP Privacy Continuing Education Credits and may be submitted for CLE

8:30-8:55 am	Program Check-In
8:55-9:00 am	Welcome & Announcements – Scott Hodes, ASAP President
9:00–9:45 am	<b>Session 1: Common Routine Uses</b> This session explores what they are and how they work. Are any crafted in ways that permit disclosures further than what they probably should?  Instructors: Dick Huff, Consultant
9:45-10:00 am	Stretch Break
10:00–10:45 am	<b>Session 2: Privacy Systems Growing Pains: Things You Didn't Think You had to Know</b> As a federal privacy official, you may have thought that your job entailed more than the Privacy Act of 1974, but you probably didn't realize all the things you have to know, let alone should be doing. Governmental Privacy Programs are evolving and are more complex than ever before. This session takes a broad look at the areas of focus and functional responsibilities that federal privacy offices should consider.  Instructors: Hugo Teufel, III, CIPP/G, Department of Defense Ramona Oliver, Department of Labor
10:45-11:00 am	Stretch Break
11:00-12:15 pm	<b>Session 3: Transparency and Privacy: Are Your Programs as Transparent as the Public Thinks?</b> Are there ways to be transparent and protect intelligence? Are breaches handled in as timely response as possible to help promote transparency?  Instructors: Sam Jenkins, Department of Defense Jonathan Cantor, CIPP/G, Department of Homeland Security Ginger McCall, Sunlight Foundation
12:15 pm	Morning Program Ends, Evaluations and Certificates

12:30–12:55 pm	Afternoon Session Registration for Newcomers
12:55-1:00 pm	Welcome and Announcements
1:00–1:45 pm	<p><b>Session 4: Privacy Training: One Size Fits All?</b></p> <p>This session explores programs that have been built by others, how the program is delivered, what topics work and which ones don't.</p> <p>Instructors: Steve Richards, Department of Homeland Security Peter Miller, Federal Trade Commission</p>
1:45–2:00 pm	Stretch Break
2:00–3:00 pm	<p><b>Session 5: Government Information: Are you Facilitating Compliance or a Roadblock?</b></p> <p>You do not work in a vacuum, so how does your piece of the puzzle fit into the big picture? Compliance with federal rulemaking, SORNs, PIAs, records management and the Paperwork Reduction Act are just some of the issues that may impact your privacy programs. Does your approach take other compliance requirements into consideration or is it Privacy-centric?</p> <p>Instructors: Cindy Allard, Department of Defense Liz Lyons, Department of Homeland Security</p>
3:00–3:15 pm	Stretch Break
3:15 – 4:30 pm	<p><b>Session 6: Emerging Hot Topics: Digital Hygiene</b></p> <p>It's a blessing to be able to telecommute, work remotely, or log-in after hours from home. But from a privacy perspective, it may be a curse. The scenarios range from someone sending files to his or her home computer, emailing from a personal account, not using VPN, etc., etc. etc. This session helps define the issues and what policies can help control the situations.</p> <p>Instructors: Lovisa Williams, Department of State William H. Holzerland, J.D., CIPP/G, Food and Drug Administration</p>
4:30 pm	Program Ends, Evaluations and Certificates

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