

# Youth Ambassador Toolkit:

## Know your rights, protect your privacy

### *Presenter's guide*

### How to use this guide





This document is like a map for the youth ambassador presentation deck. It contains useful talking points and speaker notes that you can use if you're not sure what to say about a slide.

We've also included thumbnail images from each slide, to help you quickly find your place in the presentation.




**Thank you for being a youth privacy ambassador!**







	Topic	Speaker notes	Thumbnail
1	Title slide	<b>Note: Say hello and introduce yourself! Might want to tell your audience your name, grade/role, why you're making this presentation, etc.</b>	
2	Roadmap	<b>Here is what the presentation will go over:</b> <ul style="list-style-type: none"><li>• About the IPC</li><li>• Your privacy rights</li><li>• Privacy in your life</li><li>• What can you do?</li><li>• Discussion</li></ul>	
3	Key points	<b>What is the IPC?</b> <ul style="list-style-type: none"><li>• The Office of the Information and Privacy Commissioner of Ontario (IPC) oversees Ontario's access and privacy laws.</li><li>• These laws give the public the right to access their personal information as well as general information from public institutions.</li><li>• The laws also set rules to ensure that personal information held by public institutions, health care providers, and child and family service providers is private and secure.</li></ul> <b>What is the Youth Advisory Council?</b> <ul style="list-style-type: none"><li>• The IPC's Youth Advisory Council is a group of ten young people between the ages of 15 and 24.</li><li>• As members, the members help the IPC stand up for the access and privacy rights of children and youth.</li><li>• If you are interested in joining the Youth Advisory Council, email <a href="mailto:youthcouncil@ipc.on.ca">youthcouncil@ipc.on.ca</a> or visit the IPC website.</li></ul>	
4	Discussion question	What words come to mind when you think of privacy? <b>Lead the group in a brief discussion in response to the prompt.</b>	



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5	Your rights	n/a	
6	Governments and public institutions	<ul style="list-style-type: none"><li>• Canada's privacy laws require all levels of government and other public institutions to protect the privacy of your personal information.</li><li>• This means limiting the amount of personal information that governments and other public institutions can collect, use and disclose about you for specific purposes.</li><li>• These laws also require public institutions to keep your personal information safe and secure.</li></ul> <p>You also have the right to:</p> <ul style="list-style-type: none"><li>• See or get a copy of your personal information</li><li>• Request corrections to your information if you believe your information is incorrect, or information is missing</li><li>• It is important to note that typically an organization will only correct your personal information if it is inaccurate, incomplete, or vague. They do not have to correct a professional opinion given in good faith.</li></ul>	
7	Key points (I)	<p><b>Attending secondary school?</b></p> <ul style="list-style-type: none"><li>• In Ontario, MFIPPA ("M-FIPPA") (the <i>Municipal Freedom of Information and Protection of Privacy Act</i>) requires municipalities, police service boards, schools and school boards, libraries, and transit commissions (among others) to protect your personal information.</li></ul> <p><b>How about post-secondary school?</b></p> <ul style="list-style-type: none"><li>• In Ontario, FIPPA ("FIPPA") (the <i>Freedom of Information and Protection of Privacy Act</i>) requires provincial ministries, community colleges, universities, and other provincial institutions to protect your personal information.</li></ul>	






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8	Key points (II)	<p><b>Need to see a doctor?</b></p> <ul style="list-style-type: none"><li>In Ontario, PHIPA (“P-HIPPA”) (the <i>Personal Health Information Protection Act</i>) sets the rules that health care providers must follow when they collect, use, or disclose your personal health information, and the reasonable safeguards they must have in place to keep it secure.</li><li><b>Note: You can mention here that health care providers include not only doctors, but also pharmacists, social workers, nurses, paramedics, etc.</b></li></ul> <p><b>Receiving support from a children’s aid society, group home or other child and family service provider?</b></p> <ul style="list-style-type: none"><li>In Ontario, Part X (“10”) of the CYFSA (“C-Y-F-S-A”) (the <i>Child, Youth and Family Services Act</i>) sets the rules that service providers must follow when they collect, use, or disclose your personal information, and the reasonable safeguards they must have in place to keep it safe and secure.</li><li>Under both PHIPA and the CYFSA, health care and child and family service providers generally need your consent to collect, use, or disclose your personal information, unless the law allows them to do this without your consent.</li></ul>	
9	Private businesses	<p>Commercial businesses in Ontario, like stores, banks, cell phone companies, and on-line platforms, must follow the rules set out in the Federal law called PIPEDA (“PIP-E-DA”) (the <i>Personal Information and Protection of Electronic Documents Act</i>).</p> <p>These businesses must, for example:</p> <ul style="list-style-type: none"><li>only collect your personal information if it’s reasonable and appropriate</li><li>tell you what they intend to do with it</li><li>obtain your informed consent before using or disclosing it</li><li>protect your personal information</li><li>securely destroy it when it is no longer needed</li><li>allow you to access your own personal information and,</li><li>correct it if they got it wrong</li></ul>	




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10	Violations	<b>What if your privacy rights are not being respected?</b> <ul style="list-style-type: none"><li>• If you think your personal information has been mishandled, you should first bring your concern directly to the institution or private business.</li><li>• If you can't resolve the issue directly with the organization and it is based in Ontario, you can file a formal complaint with the Information and Privacy Commissioner at <a href="http://www.ipc.on.ca">www.ipc.on.ca</a> or contact <a href="mailto:info@ipc.on.ca">info@ipc.on.ca</a>.</li><li>• If the organization is a private business, you can file a complaint with the Federal Privacy Commissioner. Learn more at <a href="http://www.priv.gc.ca">www.priv.gc.ca</a>.</li></ul>	
11	Privacy and you	n/a	
12	Discussion question	When do you think about your privacy? <b>Lead the group in a discussion in response to the prompt.</b>	
13	Life online	We live most of our lives online. We use technology to do things like: <ul style="list-style-type: none"><li>• talk to friends and family</li><li>• participate in school</li><li>• shop or obtain other services</li><li>• work</li><li>• play games</li><li>• watch TV and movies</li></ul> <p>Many of these tools are collecting information about us, even if we don't realize it.</p> <b>Discussion question:</b> <ul style="list-style-type: none"><li>• How much personal data do you think your phone collects about you?</li></ul>	

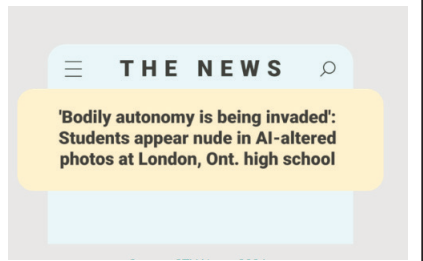




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14	Data collection	Quote: It is now estimated that 72 million pieces of personal data will be collected on every child around the world before their 13th birthday.	
15	What do you think?	As technology evolves, it's raising some big questions that we have yet to answer. There are many benefits to living in an online world that helps us grow, learn and develop as people... but there are also some important things to think about. Let's talk about some of the risks of living in an online world and things that you should consider closely.	
16	Age verification	<p>Countries around the world are trying to figure out how to protect children, teens and young adults on the internet. Some take the view that parental consent should be obtained for all children under a certain age, like 13 or 16 years.</p> <p>Others think it's best to leave it to young people to exercise their own judgment depending on their level of maturity, and require businesses to ensure they explain things to them in an age-appropriate way and get their meaningful and informed consent.</p> <p>Others think young people should be barred from adult content on the internet altogether, and that businesses should be required to collect information about users to verify their age -- like asking them to state their date of birth, and produce a piece of ID. But then, this requires collecting even more personal information about people!</p> <p><b>Discussion questions:</b></p> <ul style="list-style-type: none"><li>• Have you ever been asked to verify your age before entering a website?</li><li>• Do you enter your real date of birth or age?</li><li>• Do you think these age verification tools work?</li><li>• What are your views on this issue?</li></ul>	



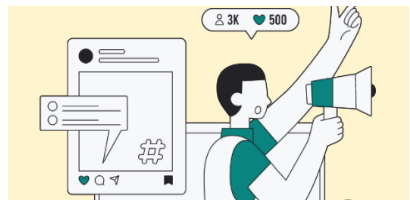


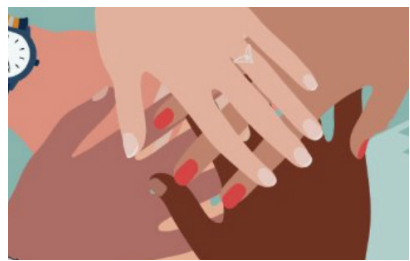
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17	Right to be forgotten	<p>Many children, teens and young adults post information about themselves that they might regret later on, like when they change their minds about things, or when they're looking for a job. Sometimes other people post information about them that is hurtful, unkind and embarrassing.</p> <p>Countries around the world have developed, or are thinking of developing, laws to protect young peoples' rights to erase their personal information on the internet - or at least make it difficult for others to find through Google or other search engines.</p> <p>But this can be difficult when the information has already been spread to other platforms, and screen shots have been taken and shared with others.</p> <p>Erasing information can also be tricky when you consider other people's freedom to express themselves, or to say things they feel are meaningful and important.</p> <p><b>Discussion questions:</b></p> <ul style="list-style-type: none"><li>• If the government were to recognize a "right to be forgotten" in Ontario, what do you think the conditions should be for a young person to be able to exercise that right? And how might it work in practice?</li></ul>	<p>veloped, or protect personal</p> <p>ormation atforms.</p> <p>ky when 1 to they feel</p> 



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18	AI and cyberbullying	<p>This is a recent news headline: “Bodily autonomy is being invaded”: Students appear nude in AI-altered photos at a London, Ontario high school.</p> <p>Have you heard of Chat GPT or other Artificial Intelligence tools people are using to create text, voice or video?</p> <p>Unfortunately, cyberbullies are using these new AI tools to create fake images about people that can be hurtful and inappropriate.</p> <p>In Canada, there are laws against posting real intimate images of other people on the internet without their consent. Some provincial laws also extend protections to address the harms from fake intimate images that have been posted without consent.</p> <p><b>Discussion questions:</b></p> <ul style="list-style-type: none"><li>• Should Ontario pass a similar law? What is your view on this?</li><li>• Are schools doing enough to teach us about the ethical use of these new technologies?</li></ul>	
19	What can you do?	n/a	
20	Tips (I)	<p>Remember:</p> <ul style="list-style-type: none"><li>• Be cautious and thoughtful, as what you post can have unintended consequences.</li><li>• Keep in mind what you post online is not always private.</li><li>• Even if you delete something, there is no guarantee it's gone.</li><li>• Control your digital footprint and adjust your privacy settings.</li></ul>	





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21	Tips (II)	<ul style="list-style-type: none"><li>• What you post can affect others and their privacy. Show respect and responsibility.</li><li>• When in doubt, seek guidance from trusted adults. You can reach out to your parents, guardians, and teachers when you feel unsure.</li><li>• Speak out against cyberbullying and online harassment when you see it.</li></ul>	
22	Discussion	<p>What are some other ways you can protect your privacy and personal information?</p> <ul style="list-style-type: none"><li>• For example, when you create a social media account, you can set your profile to private to ensure you accept followers that you know personally.</li><li>• Another example would be to ensure your passwords are complex and include special characters (\$, @, %, etc...) and numbers to avoid being hacked.</li></ul>	
23	More resources	n/a	
24	Digital privacy charter	<p>We know that our schools play an essential role in preparing us to be safe and responsible digital citizens and empowering us to exercise our privacy and access rights.</p> <p>This is why the IPC developed a Digital Privacy Charter for Ontario's Elementary and Secondary Schools.</p> <ul style="list-style-type: none"><li>• The charter consists of the following 12 high-level commitments that Ontario Schools can pledge to support students.</li><li>• The commitments are based on requirements under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> (MFIPPA).</li><li>• What can you do to help? Consider encouraging Ontario's elementary and secondary schools to adopt the IPC's Digital Privacy Charter.</li></ul> <p><b>Note: More notes on the Digital Privacy Charter can be found in the Appendix.</b></p>	



	Topic	Speaker notes	Thumbnail
25	Instagram	<b>Note: Promote the IPC's Instagram!</b>	
26	Info Matters	<b>Note: Promote the IPC's podcast, Info Matters!</b> <i>Info Matters</i> is a podcast about people, privacy, and access to information hosted by Patricia Kosseim, Information and Privacy Commissioner of Ontario. The IPC dives into conversations with people from all walks of life and hear stories about the access and privacy issues that matter most to them.	
27	End	<b>Note: Ask your audience if they have questions or comments!</b>	

## Congratulations! You have completed the presentation.

Thank you for being a Youth Privacy Ambassador. We would love to hear how your presentation went. Visit <https://www.ipc.on.ca/en/youth-ambassador-toolkit> to provide your feedback.



## Appendix: Digital Privacy Charter Notes

The notes below are the commitments found in the Digital Privacy Charter for Ontario school boards and schools. They are not listed in the slide deck, but you can verbally mention some of these during the presentation if you wish.

### Protection

Ontario Schools can pledge to support students through:

- Acting in students' best privacy interests
- Limiting collection, use, and disclosure of students' personal information to only what's necessary for discharging our responsibilities as educators
- Requiring strong privacy protections when engaging third-party providers of digital education tools and services
- Assessing privacy risks before adopting digital education tools and services
- Strengthening privacy protections in digital education tools and services, including by making privacy-protective settings the default when using them
- Informing students, parents, and guardians of significant privacy breaches in a timely way and responding promptly to help mitigate any negative impacts

### Empowerment

Ontario Schools can pledge to support students through:

- Providing plain language notices to students, parents, and guardians that comply with Ontario's privacy laws and best practices
- Informing students of their right to privacy, including their right to access and correct education records containing their personal information, and empowering them to exercise these rights
- Explaining what types of personal information, we collect and the purposes for which it is used or shared with others in a way that is easy for students, parents, and guardians to understand
- Providing guidance to students on how to protect their personal information, including any personal information collected by digital education tools and services
- Seeking feedback from students, parents, and guardians on the use of digital education tools and services
- Supporting continual awareness of evolving risks and ongoing learning about privacy in the digital environment



## Notes

Use this section to write down your own notes to use during the presentation.