iapp

IAPP CIPP/C BODY OF KNOWLEDGE

VERSION 3.0.2 **EFFECTIVE DATE: 1/22/2024**

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UNDERSTANDING THE IAPP'S BODY OF KNOWLEDGE

The main purpose of the body of knowledge (BoK) is to document the knowledge and skills that will be assessed on the certification exam. The domains reflect what the privacy professional should know and be able to do to show competency in this designation.

The body of knowledge also includes the Exam Blueprint numbers, which show the minimum and maximum number of questions from each Domain that will be found on the exam.

The body of knowledge is developed and maintained by the subject matter experts that constitute each designation exam development board and scheme committee. The BoK is reviewed every year and updated if necessary. Changes are reflected in the annual exam updates and communicated to candidates at least 90 days before the new content appears in the exam.

COMPETENCIES AND PERFORMANCE INDICATORS

Instead of the former outline format we used for our bodies of knowledge, we now represent the content as a series of Competencies and Performance Indicators.

Competencies are clusters of connected tasks and abilities that constitute a broad knowledge domain.

Performance Indicators are the discrete tasks and abilities that constitute the broader competence group. Exam questions assess a privacy professional's proficiency on the performance indicators.

WHAT TYPES OF QUESTIONS WILL BE ON THE EXAM?

For the certification candidate, the performance indicators are guides to the depth of knowledge required to demonstrate competency. The verbs that begin the skill and task statements (identify, evaluate, implement, define) signal the level of complexity of the exam questions and find their corollaries on the Bloom's Taxonomy (see next page).

ANAB ACCREDITATION

The IAPP's CIPM, CIPP/E, CIPP/US and CIPT credentials are accredited by the **ANSI National Accreditation Board (ANAB) under the International Organization for Standardization (ISO) standard 17024: 2012**.

ANAB is an internationally recognized accrediting body that assesses and accredits certification programs that meet rigorous standards.

Achieving accreditation is a tremendous acknowledgement of the quality and integrity of the IAPP's certification programs, which:

- Demonstrates that IAPP credentials meet a global, industry-recognized benchmark.
- Ensures IAPP credentials are consistent, comparable, and reliable worldwide.
- Protects the integrity and ensures the validity of the IAPP certification program.
- Promotes to employers, colleagues, clients, and vendors that IAPP-certified professionals have the necessary knowledge, skills and abilities to perform their work anywhere in the world.

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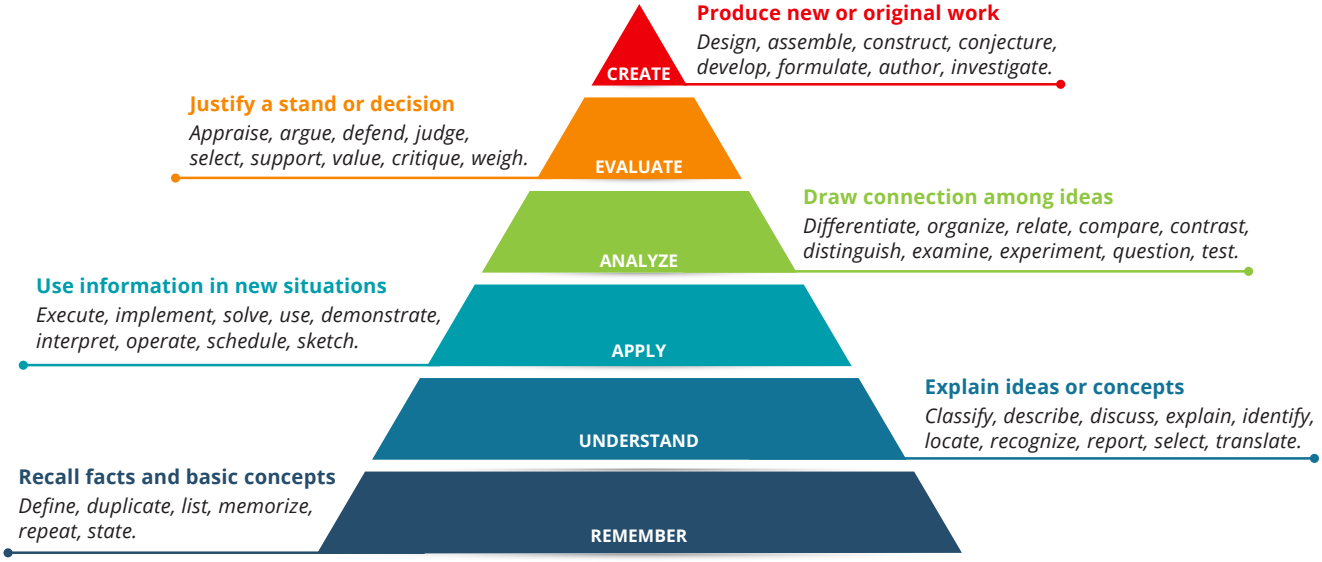

Examples of Remember / Understand retired questions from various designations:

- Which of the following is the correct definition of Privacy-Enhancing Technologies?
- To which type of activity does the Canadian Charter of Rights apply?
- Which European Union institution is vested with the competence to propose data protection legislation?
- Who has rulemaking authority for the Fair Credit Reporting Act (FCRA) and the Fair and Accurate Credit Transactions Act (FACTA)?

The answers to these questions are a fact and cannot be disputed.

Examples of Apply / Analyze retired questions from various designations:

- Which of the following poses the **greatest** challenge for a European Union data controller in the absence of clearly defined contractual provisions?
- Which of the following examples would constitute a violation of territorial privacy?
- What is the **best** way to ensure that all stakeholders have the same baseline understanding of the privacy issues facing an organization?
- If the Information Technology engineers originally set the default for customer credit card information to "Do Not Save," this action would have been in line with what concept?

The answer to this question will be based upon factual knowledge and an understanding that allows for application, analysis and/or evaluation of the options provided to choose the best answer.

MIN	MAX		Domain I: Introduction to Privacy in Canada	
25	31		**Domain I: Introduction to Privacy in Canada**	
			Competencies	**Performance Indicators**
2	4	I.A	Understand the Canadian governmental structure	Understand the basics of the Canadian government and legal system (e.g., the political structure, the division of powers, the role of courts and administrative tribunals).
				Understand Canadian laws and their interpretations (e.g., the difference between civil and common law, the sources of law, the scope and application of law).
				Know the purposes and roles of Privacy Commissioners, courts and remedies (e.g., the scope of Federal, Provincial and Territorial Commissioners, the scope of Federal and Provincial courts).
18	22	I.B	Apply privacy basics	Understand that definitions of personal information vary among Canadian jurisdictions and legislation (e.g., employee and work related information, public records, publicly available information).
				Understand what constitutes private or sensitive information.
				Understand how to safeguard personal information (e.g., standards / frameworks, categories of controls applicable to third parties, privacy enhancing technologies, cybersecurity issues, impacts of technological world).
				Understand privacy incidents, privacy breaches and reporting obligations (e.g., high-level processes for dealing with each, notification to privacy commissioner according to legislation as applicable to each sector).
				Understand emerging AI laws in all sectors.
3	5	I.C	Understand the development of privacy principles	Understand the general concepts and development of fair information practices and when to use applicable practices (e.g., notice, types of content, access controls and accountability).
				Know the Organisation for Economic Co-operation and Development (OECD) Guidelines on the Protection of Privacy.
				Know the Canadian Standards Association (CSA) Model Code for the Protection of Personal Information.
				Know the Generally Accepted Privacy Principles (GAPP).
1	2	I.D	Understand international privacy and implement where applicable	Understand that international and regional laws impact Canadian organizations and are relevant to particular situations (e.g., data transfers across borders, applicable adequacy standards, and sector specific considerations for healthcare, education, and finance).

MIN	MAX	Domain II: Canadian Privacy Laws and Practices – Private Sector		
17	21	**Domain II: Canadian Privacy Laws and Practices – Private Sector**		
		Competencies		**Performance Indicators**
15	19	II.A	Know the Privacy Principles that are the foundation of the Personal Information Protection and Electronic Documents Act (PIPEDA) and provincial private sector laws	Understand what is and is not a commercial activity.
				Understand that accountability remains with the organization for personal information including when using third parties.
				Identify the purpose(s) for collecting personal information.
				Acquire meaningful and valid consent (e.g., reasonableness, opt-out mechanisms, consent to new purposes, installation of computer programs, automatic downloads).
				Adhere to rules respecting collection, use, disclosure, retention and deletion of personal information.
				Keep information accurate and up to date as necessary for original purpose of collection.
				Safeguard the collection of personal information in virtual and physical storage.
				Ensure openness in your policies concerning the collection of personal information (e.g., at customer point of contact).
				Understand how to respond to individuals seeking access to personal information, including what information can be provided or withheld and the timelines for response.
				Ensure proper policies and procedures are in place to deal with compliance complaints and investigations (e.g., reporting and record keeping requirements, the impact of significant court and commissioner rulings).
1	2	II.B	Know when private-sector legislation is applicable instead of PIPEDA	Know the provinces that have privacy laws deemed substantially similar to PIPEDA.
				Understand the scope of application of PIPEDA & substantially similar laws.
				Know what private sector industries fall under federal and provincial laws respectively.
				Know the differences between PIPEDA and provincial private sector laws (e.g., individual rights, breach notification, PIA, profiling technologies, automated decision making).
1	2	II.C	Understand Canada's Anti-Spam Legislation (CASL)	Follow rules for consent, identification and unsubscribe mechanisms.

MIN	MAX	Domain III: Canadian Privacy Laws and Practices – Public Sector		
10	14		**Domain III: Canadian Privacy Laws and Practices – Public Sector**	
			Competencies	**Performance Indicators**
7	9	III.A	Know the Privacy Principles that are the foundation of the Privacy Act	Understand the expectations of consent governing personal information, including when the collection, use and disclosure is permitted without consent.
				Understand the individual's right of access and correction to their personal information, including when requests to access or to correct personal information may be denied.
				Follow storage, retention and destruction of personal information requirements.
1	3	III.B	Conduct Privacy Impact Assessments	Understand how and when to complete a PIA.
1	3	III.C	Understand the applicability of the Freedom of Information and Protection of Privacy Acts of the different provinces and territories	Know the different responsibilities of public bodies regarding privacy when provincially regulated.
				Know which public bodies fall under the Privacy Act and which are provincially regulated.

MIN	MAX	Domain IV: Canadian Privacy Laws and Practices – Health Sector
9	13	**Domain IV - Canadian Privacy Laws and Practices – Health Sector**

			Competencies	Performance Indicators
9	13	IV.A	Understand when to apply the various health privacy acts of the provinces and territories	Know which provincial health laws have been deemed "substantially similar".
				Know what defines Personal Health Information (PHI).
				Determine the purpose(s) for when the collection, use and disclosure of PHI is necessary.
				Understand when the right to access and the right to correct information are allowed or not.
				Demonstrate oversight and accountability, including proper use, retention, safeguarding and disposal of PHI, including when used by third parties.
				Demonstrate meaningful consent to the collection, use and disclosure of PHI, including when implicit/implied consent is considered appropriate and what constitutes the circle of care for an individual.
				Establish safeguarding and breach protocols, including reasonable administrative, technical and physical safeguards.
				Facilitate openness.