

(C)ITM 620 - Privacy in the Digital Age

COURSE OUTLINE FOR 2025-2026

Prerequisite(s): (C) ITM 500 and (C) LAW 122

Faculty/Contract Lecturer Information

- **Faculty/Contract Lecturer Name:**
- **Office Location:**
- **Office Hours:**
- **Phone:** (416) 979 – 5000, ext.
- **Course Website:** my.torontomu.ca (for courses using D2L)
- **Email Address:** youremail@torontomu.ca

Email Policy

Students are expected to monitor and retrieve messages and information sent through D2L and TMU email on a frequent and consistent basis. In accordance with the Policy on TMU Student E-mail Accounts ([Policy 157](#)), Toronto Metropolitan University (TMU) requires that any electronic communication by students to TMU faculty or staff be sent from their official university email account. Communications sent from other accounts may be disregarded.

Course Description

The course explores issues of privacy in the digital age. It offers students an understanding of the concepts, terminology, and issues related to data and information access and privacy. It adopts a management perspective in exploring these issues, and introduces theories, standards, and techniques underlying information management programs and privacy protection practices. The course further explores the ethical use of personal information in a world of interconnected devices. Students will be exposed to how technologies capture and process personal information and learn how successful enterprises act to protect information and privacy and comply with relevant data protection regulations. The course further explores legal concepts, regulators' expectations and industry best practices.

Course Details

Teaching Methods

If you are registered in an in-person or a virtual classroom, instruction will take place at scheduled hours, following the approach outlined in D2L Brightspace. Note: All assessments in this course, regardless of its delivery format, will be held in-person on campus. This applies to in-person, virtual, and online courses, including those delivered through the Chang School.

Course Materials

Title: Privacy, Regulations, and Cybersecurity: The Essential Business Guide (2021)

Author(s): Christos J. P. Moschovitis

Publisher: Wiley

Paperback ISBN-10: 11196587480

Paperback ISBN-13: 978-1119658740

Price: \$54

This book is available online in the TMU Library:

Title: Information and Privacy Law in Canada (2020)

Author(s): Barbara Von Tigerstrom

Publisher: Irwin Books

Course Objectives and Learning Outcomes

1. Define concepts related to records and information management.
2. Describe the key access and privacy issues posed by today's information rich and technology dependent society.
3. Understand how to meet legal and regulatory requirements that govern access to, and preservation of personal information, in Canada and other jurisdictions.
4. Learn how to handle all personal information and privacy issues ethically and lawfully.
5. Understand how to create and support a privacy program that aligns with business objectives and stakeholder needs.
6. Analyze procedures and processes of information collection, maintenance, use, storage, and disposition focused on access and protection of information.
7. Identify, prevent, and manage risks that could harm a company's reputation.
8. Communicate effectively with IM/IT and business professionals using standard terminology.

Academic Integrity

Academic integrity is integral to your learning, the credibility of your degree or certification, and the integrity of the university as a whole. [Senate Policy 60: Academic Integrity](#) defines academic misconduct, provides a non-exhaustive list of examples of behaviours that may be considered as academic misconduct, and explains how academic misconduct concerns are evaluated and decided. The entirety of the policy applies in this course. As well, please note that submitting work created in whole or in part by artificial intelligence tools unless expressly permitted by the Faculty/Contract Lecturer, is considered a violation of Policy 60.

Generative AI Course Policy, Plagiarism Detection, and Virtual Proctoring

Generative AI Course Policy

Use of Generative AI (e.g. ChatGPT, Grammarly, Perplexity, DeepL Translator) to develop or assist with any ideas or material submitted for coursework is expressly prohibited in this course. Use of Generative AI in this manner will be considered a breach of Policy 60.

Turnitin or another originality detection software

Turnitin is a plagiarism prevention and detection service to which TMU subscribes. It is a tool to assist instructors in determining the similarity between students' work and the work of other students who have submitted papers to the site (at any university), internet sources, and a wide range of books, journals and other publications. While it does not contain all possible sources, it gives instructors some assurance that students' work is their own. No decisions are made by the service; it generates an "originality report," which instructors must evaluate to judge if something is plagiarized.

Students agree by taking this course that their written work will be subject to submission for textual similarity review to Turnitin. Instructors can opt to have student's papers included in the Turnitin database or not. Use of the Turnitin service is subject to the terms-of-use agreement posted on the Turnitin website. Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with their instructor to make alternate arrangements. Students who choose not to have their papers screened for textual similarity review by Turnitin may be required to submit additional work with their research essay. For example:

- an annotated bibliography of each source used in your paper; and/or
- the first few pages of each cited source used in your paper

Even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if the instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work in a non-identifying way to any plagiarism detection service.

Copyright

The course materials provided to you are copyrighted, and may not be shared without my express written permission. Do not share these materials (e.g. course outline, lecture slides, assignment instructions) with others and do not post them on the internet during the course, or at any time after. If you do so, Policy 60 will apply.

Academic Integrity Resources

To learn more about Policy 60 and how to avoid academic misconduct, please review and take advantage of these resources:

- Policy 60: Academic Integrity: www.torontomu.ca/senate/policies/academic-integrity-policy-60/
- Academic Integrity Office website: www.torontomu.ca/academicintegrity
- “Academic Integrity in Space” game: <https://games.de.torontomu.ca/aio/#/>
- “Academic Integrity in Cyberspace!” game: <https://www.torontomu.ca/aic/#/>
- Student Life and Learning Support: www.torontomu.ca/student-life-and-learning/learning-support

Topics and Course Schedule

Week	Topic	Learning Outcomes (with reference to Objective number in section 4 above)	Readings Privacy Regulations & Cybersecurity	Readings Information and Privacy Law in Canada
1	<ul style="list-style-type: none"> Primer on Privacy and Information History and Significance of Privacy 	<ul style="list-style-type: none"> Understand personal privacy and information privacy (2) Learn the history and importance of privacy and privacy protection (2) 	Ch. 1, 2	Ch. 1
2	Managing Information Assets	<ul style="list-style-type: none"> Understand some of the established practices to covering your organization assets (1) 	Ch. 14	
3	Cybersecurity and Privacy	<ul style="list-style-type: none"> Understand the relationship between privacy and cybersecurity (6,7) 	Ch. 10 Ch. 11	
4	<ul style="list-style-type: none"> Privacy-Centric Cybersecurity Program Privacy by Design 	<ul style="list-style-type: none"> Designer effective privacy-centric cybersecurity programs (6,7) Create and support privacy programs that align with business and stakeholders (5) 	Ch. 12 Ch. 13	
5	Information Management - Threat Assessment	<ul style="list-style-type: none"> Identifying and analyzing threats to privacy (6,7) 	Ch. 15	
6	Information Management - Vulnerabilities	<ul style="list-style-type: none"> Detecting and dealing with vulnerabilities (6,7) 	Ch. 16	
7	Privacy Enhancing Technologies	<ul style="list-style-type: none"> Overview of the current future technologies for privacy protection (6,7) 	Readings to be Provided	
8	Legal Issues: Canadian Privacy Laws and Regulation	<ul style="list-style-type: none"> Overview of Federal and Provincial privacy laws and upcoming legislation (3,4) 	Readings to be Provided	Ch. 4, Ch. 5
9	Legal Issues: GDPR and Other Privacy Enforcing Directives - Part 1	<ul style="list-style-type: none"> Describe the dimensions of privacy legislation in various domains (3,4) 	Ch. 3 Ch. 4	Ch. 2

Week	Topic	Learning Outcomes (with reference to Objective number in section 4 above)	Readings Privacy Regulations & Cybersecurity	Readings Information and Privacy Law in Canada
10	Legal Issues: GDPR and Other Privacy Enforcing Directives - Part 2	<ul style="list-style-type: none"> Describe the dimensions of privacy legislation in various domains (3,4) 	Ch. 5 Ch. 6	Ch. 3 Ch. 7
11	Controls, Business Continuity, and Disaster Recovery	<ul style="list-style-type: none"> Describe some of the approaches for responding to privacy incidents (7,8) 	Ch. 18 Ch. 19	

Week Due	Assignment	% of Final Grade	Group or Individual
1-11	Participation in Class	10%	Individual
3	Assignment 1	10%	Individual
4	Case Analysis A - Assessment	20%	Individual
7	Assignment 2	10%	Group
10	Case Analysis B - Implementation	20%	Group
12	Final Examination	30%	Individual

Schedule of Assignments

- Case studies will be assigned for submission during the term on a regular basis. Cases will be discussed in detail in the scheduled session.

Exams

- Final Exam will be held on the scheduled date during the Final Exam period and is worth 30%.
- All exams will be conducted in-person at the Toronto Metropolitan University campus. This includes “virtual” and “online” sections, including those delivered through the Chang School.

Posting of Grades

Assignments, Cases and Exams will be graded, in most cases, within two weeks after the work has been submitted. In some cases, due to the volume of submissions, additional time may be needed.

Late Submissions

Late submissions may be accepted at the discretion of your instructor.

- You may be asked to provide a valid reason why the work was submitted after the due date before it is accepted for grading.
- Late submissions after the work has been graded or reviewed in class will not be accepted.
- A late penalty will be applied to late submissions, such as: 25% penalty for work submitted within 24 hours after the deadline; 60% penalty for work submitted 24-48 hours after the deadline.

Evaluation

The grade for this course is composed of the mark received for each of the following components:

Evaluation Component	Due Date	Percentage of Final Grade	Anticipated Return Date
Case Analysis (A & B)	TBD	40% (2 cases, Each worth 20%)	Two weeks after submission
Class Participation	Throughout	10%	
Assignments (1 & 2)	TBD	20% (2 assignments, each worth 10%)	Two weeks after submission
Final Exam	TBD	30%	
Final Grade		100%	
Note: Students must achieve a course grade of at least 50% to pass this course. At least 20% of student's grade based on individual work will be returned to students prior to the last date to drop a course in good academic standing. For Fall 2025, this is Friday November 14, 2025. For Winter 2026, this is Friday March 27, 2026.			

University Policies

You are reminded that you are required to adhere to all relevant university policies found in their online course shell in D2L and/or on [the Senate website](#). Please refer to the [Course Outline Appendix](#) for more detail.

Important Resources Available at Toronto Metropolitan University

- [The University Libraries](#) provide research [workshops](#) and individual consultation appointments. There is a drop-in Research Help desk on the second floor of the library, and students can use the [Library's virtual research help service](#) to speak with a librarian, or [book an appointment](#) to meet in person or online.
- [Student Life and Learning Support](#) offers group-based and individual help with writing, math, study skills, and transition support, as well as [resources and checklists to support students as online learners](#).
- You can submit an [Academic Consideration Request](#) when an extenuating circumstance has occurred that has significantly impacted your ability to fulfill an academic requirement. You may always visit the [Senate website](#) and select the blue radio button on the top right hand side entitled: Academic Consideration Request (ACR) to submit this request.
For Extenuating Circumstances, Policy 167: Academic Consideration allows for a once per semester ACR request without supporting documentation if the absence is less than 3 days in duration and is not for a final exam/final assessment. Absences more than 3 days in duration and those that involve a final exam/final assessment, always require documentation. Students must notify their faculty/contract lecturer once a request for academic consideration is submitted. See Senate [Policy 167: Academic Consideration](#).
Longer absences are not addressed through Policy 167 and should be discussed with your Chair/Director/Program to be advised on next steps.
- If taking a remote course, familiarize yourself with the tools you will need to use for remote learning. The [Remote Learning Guide](#) for students includes guides to completing quizzes or exams in D2L Brightspace, with or without [Respondus LockDown Browser and Monitor](#), [using D2L Brightspace](#), joining online meetings or lectures, and collaborating with the Google Suite.
- [FAQs Academic Considerations and Appeals](#)
- Information on Copyright for [Faculty](#) and [students](#).
- Information on Academic Integrity for [Faculty](#) and [students](#).

Accessibility

- At Toronto Metropolitan University, we are committed to ensuring that all courses are accessible to everyone and to removing barriers that may prevent some individuals from enrolling in courses.
- All technologies and tools used in this course are accessible.
- Students who discover an accessibility barrier with any of the course materials or technologies should contact their faculty/contract lecturer.

- As outlined in [Policy 159: Academic Accommodation of Students with Disabilities](#), students are required to proactively consult with AAS, the faculty/contract lecturer, Department or Faculty, as soon as feasible, including prior to enrolling in a course or program, on any concerns they may have about their ability to meet the essential academic requirements of a course/program.

Academic Accommodation Support

Academic Accommodation Support (AAS) is the university's disability services office. AAS works directly with incoming and returning students looking for help with their academic accommodations. AAS works with any student who requires academic accommodation regardless of program or course load.

- Learn more about [Academic Accommodation Support](#).
- Learn [how to register with AAS](#).
- Learn about [Policy 159: Academic Accommodation of Students with Disabilities](#)

Academic Accommodations (for students with disabilities) and Academic Consideration (for students faced with extenuating circumstances that can include short-term health issues) are governed by two different university policies. Learn more about [Academic Accommodations versus Academic Consideration](#) and how to access each.

Wellbeing Support

At Toronto Metropolitan University, we recognize that things can come up throughout the term that may interfere with a student's ability to succeed in their coursework. These circumstances are outside of one's control and can have a serious impact on physical and mental well-being. Seeking help can be a challenge, especially in those times of crisis.

If you are experiencing a mental health crisis, please call 911 and go to the nearest hospital emergency room. You can also access these outside resources at anytime:

- Distress Line: 24/7 line for if you are in crisis, feeling suicidal or in need of emotional support (phone: 416-408-4357)
- [Good2Talk](#): 24/7-hour line for postsecondary students (phone: 1-866-925-5454)
- [Keep.meSAFE](#): 24/7 access to confidential support through counsellors via [My SSP app](#) or 1-844-451-9700

If non-crisis support is needed, you can access these campus resources:

- [Centre for Student Development and Counselling](#): 416-979-5195 or email csdc@torontomu.ca
- [Consent Comes First – Office of Sexual Violence Support and Education](#): 416-919-5000 ext 3596 or email osvse@torontomu.ca
- [Medical Centre](#): call (416) 979-5070 to book an appointment

We encourage all Toronto Metropolitan University community members to access available resources to ensure support is reachable. You can find more resources available through the [Toronto Metropolitan University's Wellbeing Central](#) website.