

POLICY NO:	AD 025
POLICY TITLE:	Protection of Privacy (FOIP)
DEPARTMENT:	Administration
APPROVAL DATE:	June 7, 2016 (2016-06-16)
REVISION DATE:	
REVIEW DATE:	

Policy Statement:

The County of Vermilion River is committed to protecting the personal information of its ratepayers, employees and business partners. The County of Vermilion River will ensure that privacy protection is a core consideration in the design, implementation and evaluation of all County programs and services

The collection and disclosure of personal information is governed by the *Freedom of Information and Protection of Privacy* (FOIP) Act. The County of Vermilion River will ensure that the appropriate measures are in place to govern the collection and disclosure of personal privacy.

Purpose:

The goal is to ensure that personal information regardless of the form (orally, written, electronic), is secure from unauthorized access, collection, use, disclosure or disposal.

Definitions:

Freedom of Information and Protection of Privacy (FOIP) Act:

This Act protects an individual's privacy by setting out rules for collection, use or disclosure of personal information by public bodies. It also provides a method of requesting access to information which is not available by other means.

Policy

- 1) Employees will ensure the protection of personal information by making reasonable security arrangements as outlined under section 38 of the *FOIP* Act. Security precautions are depending on the sensitivity and nature of the records, i.e. the more sensitive the information in the records, the stricter the security arrangements that are required. Security arrangements should be reviewed with the Records and Information Manager.
- 2) Employees with access to information (in any form or medium) about County applicants/clients; employees or business matters may only obtain information that is necessary for job duties and performance. Viewing any information other than that required in performing a job function is a breach of the County of Vermilion River's confidentiality standard, even if one keeps the information to oneself and does not disclose it to any other person.
- 3) Confidential information should never be discussed in any area where others not entitled to receive that information are present. This includes:
 - a. in public areas of the County such as, washrooms, lunch room, stairwells;
 - b. at home or in public places outside of the County of Vermilion River, unless required to do so by law or with permission from an authorized individual.
- 4) Confidential information should never be left unattended in written form on desks or displayed on computer terminals in locations where it may be seen by unauthorized persons (e.g. while transporting records or leaving information on photocopiers, facsimile machines, or white boards).
- 5) File cabinets and storage areas that contain confidential information should be kept locked when unattended and access should be restricted in rooms where personal records are stored.
- 6) Staff should limit using e-mail or facsimile transmissions to send personal information and make reasonable efforts to ensure that the recipient of such transmissions is verified.
- 7) Confidential information should be disposed of in accordance with Records Retention and Destruction Policies.
- 8) An oath of Office must be read, completed and signed at the time of hire/work commencement. This statement acknowledges that the individual has read this policy and understands the consequences of failing to comply.
- 9) Upon becoming aware of a privacy breach, the breach must be immediately reported to the FOIP Head.