

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

PRIVACY

NUMBER

A1433A

DELEGATED AUTHORITY

*FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT
(FOIP)S95*

DEPARTMENT

OFFICE OF THE CITY MANAGER

STATEMENT

Through the Privacy Directive, the City of Edmonton acknowledges the importance of protection of personal information within its custody or control. Privacy principles are not absolute. The City of Edmonton must balance the need to manage information in an open and transparent manner, and the need to respect and protect the privacy of those who work for it or have dealings with it. In some cases, a balance must be struck between privacy rights and public interests.

PURPOSE

To ensure the City of Edmonton is in compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* and to establish commitment to the protection of all recorded personal information about an identifiable individual.

To ensure that whenever a system involving personal information is being developed or substantially changed, the City of Edmonton undertakes a Privacy Impact Assessment to analyse potential impacts on privacy and to ensure the City takes measures to make the system compliant with this directive

APPLICATION

The FOIP Head (the City Manager), on behalf of all Employees, has pledged that the City will collect, use, and disclose an individual's personal information only with that person's knowledge, consent or as required/permitted by law. All Employees are responsible for maintaining privacy and confidentiality of information in accordance with FOIP

PROCEDURE

APPROVED: A.B. MAURER

DATE: JUNE 11, 2004

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LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Freedom of Information and Protection of Privacy Act
Ambulance Services Act Confidentiality Regulation AR 38/99
Ambulance Services Act Staff, Vehicle and Equipment Regulation AR 45/99
Child Welfare Act
Safety Codes Act
School Act
Workers' Compensation Act
Code of Conduct Directive A1100C
Corporate Records and Information Management Directive A1410B
Computer Access Security Directive A1414
Electronic Mail Directive A1429
Release of Personal Information to a Law Enforcement Agency Directive A1436
FOIP Delegation Order

