

## **Privacy Code**

The City of Edmonton recognizes that the privacy and confidentiality of the personal information of all persons is important. The City of Edmonton pledges to treat the personal information of all persons with respect and according to the Province of Alberta's *Freedom of Information and Protection of Privacy Act*.

### **Key Principles:**

#### 1. Collection of personal information.

The City of Edmonton will make a reasonable effort to ensure that the individual understands the purpose for which the personal information is being collected, used or disclosed and the need for this collection, use or disclosure. This information will be provided in plain language at the time when consent is sought.

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information except when otherwise authorized by the FOIP Act.

a) Consent shall always be as prescribed by law except when given for the collection of information from a third party.

b) A person's consent can be expressed or implied.

A person is free to refuse or withdraw their consent.

The City of Edmonton will not, as a condition of the supply of a program, product or service, require an individual to consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purpose.

Consent will not be sought when the collection, use or disclosure will take place whether or not consent is provided (for example, when an Act, Regulation or City Bylaw requires that information is provided).

#### 2. Accuracy of personal information and access to personal information.

The City will make every reasonable effort to ensure its records of an individual's personal information are accurate and complete.

The City is committed to giving a person access to that person's own information subject to limited and specific legislative requirements.

The City will make every effort to allow a person access to that person's own information to verify, update and correct it.

#### 3. Protection and retention of personal information.

The City is committed to protecting personal information by making reasonable security arrangements.

Transfer of personal information in e-mail will be restricted to secure methods whenever possible.

Collection of personal information will be done in a confidential manner to minimize the risk of disclosing sensitive personal information to third parties.

The City will retain an individual's information only for the time it is required, for the purpose explained and for a reasonable time thereafter, or to meet any legal requirements.

4. Use and disclosure of personal information.

The City will use and disclose an individual's personal information only:

For the purpose for which it was collected or for a use consistent with that purpose.

For other purposes for which the City has the written consent of an individual; or

For other purposes where the City is required or permitted to do so by law.

The City may use or disclose information for the purpose of contacting a next of kin in the case of an emergency

5. Openness.

The City of Edmonton will maintain an inventory of personal information banks describing the personal information maintained in each bank and the authority for its collection, and this inventory will be easily accessible.

Any loss of personal information or inadvertent disclosure of personal information will be dealt with in an open manner and, whenever possible, the individual(s) whose information has been lost or disclosed shall be informed.