



TOWN OF CARLYLE

POLICY MANUAL

POLICY DESCRIPTION:	POLICY NUMBER: PRI 0010
Protection of Privacy	DATE APPROVED: December 19, 2007
	DATE REVIEWED: October 12, 2011

Purpose of Policy: To comply with the *Local Authority Freedom of Information and Protection of Privacy Act* and Regulations.

The main purpose of the *Local Authority Freedom of Information and Protection of Privacy Act* is to provide every person a right of access to records in the possession or under the control of a local authority, subject to certain exemptions.

The second main purpose of the *Local Authority Freedom of Information and Protection of Privacy Act* is to establish rules for the protection of personal information. Personal information is any information about an identifiable individual (e.g., race, religion, sexual orientation, family status, criminal or employment history, or opinions of another person about that individual), but does not include classification, salary, benefits or responsibilities.

The Office of the Information and Privacy Commissioner has concluded that public bodies in Saskatchewan have a duty to assist all applicants when they apply for access to records.

- Collection of personal information must be for a purpose that relates to an existing or proposed program or activity (for example, collecting employees' social insurance numbers for the purpose of payroll administration).
- Collection of personal information must be limited to information reasonably necessary for the activity.
- There is a duty to inform the individual when collecting directly from the individual.

A. Accountability and Scope

1. This policy applies to all personal information in the custody or control of the Town of Carlyle for the purposes of its operations.
2. This policy applies to all employees of the Town of Carlyle, and to any other person requiring access to the information to satisfy the purpose for which the information is collected.

B. Collection and Purpose

1. The Chief Administrative Officer of the Town of Carlyle collects personal information about individuals in order to:
 - a. Assess properties and levy taxes on properties owned by individuals or corporations;
 - b. Provide utilities and levy utility charges to individuals or corporations;
 - c. Permit rental of trailer lots and levy rental charges to individuals;
 - d. Pay invoices and accounts for products and services purchased;
 - e. Provide other services as may be authorized by Council.
2. Only the information necessary to satisfy these purposes will be collected and it will only be shared with others as needed for that purpose, with consent or as otherwise provided for in law.
3. The personal information collected is limited to:
 - a. Name of property owner or renter or vendor
 - b. Mailing address of property owner or renter or vendor
 - c. Telephone number of property owner or renter or vendor
 - d. Legal description of the property
 - e. Civic address of the property
 - f. Assessed value of land and improvements
 - g. Taxes levied, taxes paid
 - h. Utilities levied, utilities paid
 - i. Other charges levied, other charges paid.
4. The Chief Administrative Officer of the Town of Carlyle collects personal information about individuals in order to:
 - a. Pay wages and benefits to employees
 - b. Remit payroll deductions to appropriate agencies
 - c. Enroll employees in approved benefit and pension plans
5. The personal information collected is limited to:
 - a. Name of employee
 - b. Employee's social insurance number
 - c. Employee's beneficiary
 - d. Employee's mailing address
 - e. Employee's home telephone number
 - f. Employee's banking information
6. When personal information is collected, the staff member collecting the information shall:
 - a. Provide the individual with an explanation of how the information will be used and disclosed.
 - b. Provide the individual with a written brochure, information sheet, or any other information available that explains the purposes for the collection of information.
 - c. Respond to any questions the individual may have about the purposes for the collection, or refer the individual to a person who can respond to the questions.

C. Use and Disclosure

1. No manager or employee, other than those who need to access the personal information to perform an accepted function, shall access, use, disclose, or otherwise view the personal information collected for the purposes intended.
2. Before allowing a use or disclosure of personal information that is not the original purpose for the collection, the following must be applied:
 - a. The purpose must be approved by the Chief Administrative Officer, who will consult with the Privacy Commissioner as required.
 - b. The use or disclosure must be permitted in the *Freedom of Information and Protection of Privacy Act*.
 - c. Where practicable, the consent of the subject individual must be received and documented prior to the use or disclosure being made.
3. De-identified personal information is used or disclosed if it will serve the purpose and if it is practical to do so.
4. Aggregate and statistical information which is derived in whole or in part from personal information may be used or disclosed without reference to this policy provided all identifying information has been removed and it is not reasonably possible to re-identify the individuals.

D. Retention and Disposal

Personal information collected for this application will be retained in accordance with the Town of Carlyle's Bylaw No. 2707, a Bylaw for the Destruction of Records. Once the retention period is reached, records containing personal information are disposed of in a safe and secure manner, by being shredded, to ensure no unintentional disclosures of personal information contained within.

E. Access, Accuracy and Amending Personal Information

1. **Individuals Can Request Access to their Own Personal Information** – An individual will be given access to his or her own personal information upon request, by contacting the Chief Administrative Officer.
2. **Accuracy** – Personal information is collected directly from the subject individual, whenever possible, to ensure it is accurate.
3. **Amendment** – Upon request, an individual may review the personal information collected and, if inaccurate, request that the information be corrected. Upon receiving a request to amend personal information, the Chief Administrative Officer will review the request and will:
 - i. Amend the personal information as requested, or add a note to the record indicating that a request for an amendment was made and noting why the amendment was not made.
 - ii. Where practical, inform others to whom the personal information has been previously disclosed, if it is thought that the personal information is or will still be used by the other body.

F. Safeguards

The personal information collected will be stored in an area accessible only by authorized staff. The records will be protected in accordance with the following specific steps:

- Use of passwords and limiting the number of persons accessing the software applications;
- Safe transmissions and storage of all records;
- Physical safeguards – records are to be kept in file cabinets that are locked whenever the information is not being used; file cabinets are kept in a restricted area which is locked whenever it is not occupied.

G. Openness and Compliance

1. This policy will be made available to the public upon request.
2. Summary information about the policy may be included in public notices, including for example, posting on the Town of Carlyle’s internet web site.
3. Individuals with questions or concerns about the application of this policy should contact the Chief Administrative Officer at 453-2363, or at towncarlyle@sasktel.net or at Box 10, Carlyle, SK S0C 0R0.