



# POLICY

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<b>POLICY NO:</b>	501	<b>APPROVAL DATE:</b>	April 4, 2022
<b>TITLE:</b>	Personal Information Bank (PIB)	<b>REVISION DATE:</b>	
<b>SECTION:</b>	Information Management	<b>LAST REVIEWED:</b>	April 4, 2022
<b>DEPARTMENT:</b>	Legislative Services	<b>PAGE 1 OF 3</b>	

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## POLICY STATEMENT

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The City of Grande Prairie (“City”) will develop and maintain a Personal Information Bank (“PIB”) and manage this information with the utmost responsibility and care.

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## REASON FOR POLICY

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To govern the collection, use, and disclosure of all Personal Information of Individuals who interact with the City, regardless of whether the information is held in paper, electronic or digital form, according to the requirements of the FOIP Act.

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## DEFINITIONS

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“**City**” means all departments which make up the City Administration, as well as any Board, Commission or Committee established by Council.

“**FOIP Act**” means the *Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25*, as amended from time to time.

“**FOIP Coordinator**” means the Individual delegated to the responsibility for the overall management of the Freedom of Information and Protection of Privacy function for the City to:

- a) deal with FOIP application requests made to the City;
- b) respond to Privacy Breaches;
- c) identify what information is held by the City;
- d) identify what information is made available publicly, without making a formal FOIP request;
- and
- e) manage the PIB’s.

“**Individual**” means a person who is single distinct human being and does not include other juristic persons such as incorporated organizations.

**“Personal Information”** means recorded information about an identifiable Individual, including, but not limited to:

- a) the Individual’s name, home or business address or home or business telephone number;
- b) the Individual’s race, national or ethnic origin, colour or religious or political beliefs or association;
- c) the Individual’s age, sex, marital status or family status;
- d) an identifying number, symbol or other particular assigned to the Individual;
- e) the Individual’s fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- f) information about the Individual’s health and health care history, including information about a physical or mental disability;
- g) information about the Individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- h) anyone else’s opinions about the Individual; and
- i) the Individual’s personal views or opinions, except if they are about someone else.

**“Personal Information Bank (PIB)”** means a collection of Personal Information that is organized or retrievable by the name of an Individual or by an identifying number, symbol or other particular assigned to an Individual.

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## **BACKGROUND**

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During daily activities, the City may gather Personal Information from Individuals, in order to provide services, make decisions and support its operations, programs and activities.

Section 87.1 of the FOIP Act requires all public bodies to have a directory of PIB’s and make it available to the public. A PIB lists the type of Personal Information held by the City which provides the following information:

1. the title or name of department or Employee responsible for a PIB;
2. the location of the PIB;
3. what kind of Personal Information is contained in the PIB;
4. what categories of Individuals the information pertains to;
5. why the information is collected and how it is used or disclosed; and
6. the legal authority for the collection of the information.

It is important to note that a PIB does not provide access to an Individual’s records. For information on how to obtain personal records, contact the FOIP Coordinator.

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## **GENERAL PRINCIPLES**

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1. The Personal Information described in PIB’s has been used, is being used or is available for an administrative purpose.
2. The PIB describes how Personal Information is collected, used, disclosed, retained and/or disposed of in the administration of the City’s program or activity.

3. **Accountability:** The City is responsible for Personal Information under its custody and control and shall designate an Individual or Individuals who are accountable for the City's compliance with the FOIP Act.
  4. **Identifying Purposes:** The purposes for which Personal Information is collected, shall be identified by the City at or before the time the information is collected.
  5. **Consent:** The knowledge and consent of the Individual are required for the collection, use or disclosure of Personal Information, except when inappropriate.
  6. **Limiting Collection:** The collection of Personal Information shall be limited to that which is necessary for the purposes identified by the City. Information shall be collected by fair and lawful means.
  7. **Limiting Use, Disclosure, and Retention:** Personal Information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the Individual or as required by the law. Personal Information shall be retained only as long as necessary for fulfilment of those purposes.
  8. **Accuracy:** Personal Information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.
  9. **Safeguards:** Personal Information shall be protected by security safeguards appropriate to the sensitivity of the information.
  10. **Openness:** The City shall make readily available to Individuals' specific information about its policies and practices relating to the management of Personal Information.
  11. **Individual Access:** Upon request to FOIP Coordinator, an Individual may be informed of the existence, use and disclosure of his or her Personal Information and may be given access to that information. An Individual shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
  12. **Acceptations to Disclosure:** The FOIP Coordinator may refuse to disclose an Individual's Personal Information, protected under Division 2 of the FOIP Act.
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## **RESPONSIBILITIES**

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City Council will review and approve any revisions to this Policy.

City Manager will review and approve any procedures related to this Policy.

City Administration will carry out this Policy based on established procedures and will ensure compliance with the FOIP Act.