



POLICY

POLICY NO:	502	APPROVAL DATE:	April 4, 2022
TITLE:	Safeguarding Privacy	REVISION DATE:	
SECTION:	Information Management	LAST REVIEWED:	April 4, 2022
DEPARTMENT:	Legislative Services	PAGE	1 OF 2

POLICY STATEMENT

The City of Grande Prairie (“City”) is committed to respecting privacy. This Policy communicates expectations that the City has for the conduct and practices of Employees when working with the Personal Information of Individuals.

REASON FOR POLICY

The City’s commitment to fairness and impartiality in how we do business is demonstrated by the quality of documentation, including records of email communication within the City and to outside parties. The City recognizes that its trustworthiness, in the eyes of the public and of its own Employees, is largely the outcome of the City’s demonstrated respect for privacy in how it protects Personal Information entrusted to it.

DEFINITIONS

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

“**Employee**” means any individual employed by the City including a person who performs a service for the City as an appointee, volunteer, student, contractors and sub-contractors or a third party service provider. This definition also includes a member of City Council.

“**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.
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GENERAL PRINCIPLES

As a public body the City must balance its obligations in law to protect the privacy of Individuals and yet be as transparent as possible in its business dealings so that the public can verify City actions are fair and City activities are legitimate. It is each Employee's responsibility to safeguard privacy and to document administrative actions affecting Individuals to a high professional standard.

In support of this Policy, the City finds value in working out practical approaches for everyday employee activities, based on best business practices and on principles set out by information-access and protection-of-privacy legislation.

While any misuse of Personal Information is a serious matter, this Policy recognizes that breaches of privacy and unacceptable uses of Personal Information can have varying levels of gravity, and so may call for varying levels of sanction for any Employees implicated.

RESPONSIBILITIES

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.