



# POLICY

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<b>POLICY NO:</b>	503	<b>APPROVAL DATE:</b>	April 4, 2022
<b>TITLE:</b>	Authentication of Identification	<b>REVISION DATE:</b>	
<b>SECTION:</b>	Information Management	<b>LAST REVIEWED:</b>	April 4, 2022
<b>DEPARTMENT:</b>	Legislative Services	<b>PAGE</b>	<b>1 OF 3</b>

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## POLICY STATEMENT

The City of Grande Prairie (“City”) and its Employees are committed to ensuring the privacy and security of Individuals, involved in the use, collection and disclosure of Personal Information.

## REASON FOR POLICY

Access to City services requires Authentication of the Individual involved in the transaction or relationship. This Policy provides an explanation of the three (3) factors of Authentication and Identification and how they can be used together to effectively authenticate the identity of Individuals involved in face to face transactions and in circumstances in which Oral and/or Electronic Consent is required.

## DEFINITIONS

“**Authentication**” means the process or action of proving or showing something to be true, genuine, or valid.

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

“**Electronic Consent**” means electronic information that an Individual creates or adopts in order to sign a record and that is in, attached to or associated with the record. Further means the Electronic Consent to permit the disclosure of Personal Information as defined under Section 1(n) of the FOIP Act.

“**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.

“**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.

**“FOIP Regulation”** means the *Freedom of Information and Protection of Privacy Regulation*, Alberta Regulations 186/2008, as amended from time to time.

**“Identification”** means an act of determining whether someone is who they say they are.

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

**“Oral Consent”** means the implied or informed consent that the Individual has provided orally, according to the provisions in the FOIP Regulations, Section 7.

**“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**

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There are three (3) common factors used for Authentication:

- a) Something you know (such as a password or security question);
- b) Something you have (such as a drivers licence or birth certificate); or
- c) Something you are (such as handwriting or voice patterns/recognition).

Identification occurs when an Individual professes an identity (such as a username), and Authentication occurs when the Individual proves their identity (able to provide his or her name and address). Access to City programs and services are then granted to the Individual based on their proven identity.

The FOIP Coordinator will work with City departments to develop City access control needed to accept Oral and/or Electronic Consent.

Examples of Authentication of Identification (viewed in person or sent in electronic form) can include, but is not limited to:

- a) Photo I.D.;
- b) Birth certificate;
- c) Forms providing consent;
- d) Text messages; or
- e) Cross-referencing for confirmation purposes, information that may already be in the custody and control of the City.

Any collection of information under this Policy complies with the FOIP Act. The City collects only the amount and type of information necessary for Authentication and will view and verify Identification as often as possible.

Under the advisement of the FOIP Coordinator each City department will be responsible for developing their own access control checklist for the use of Authentication for the purpose of Identification of Individuals as required.

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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.