



POLICY

POLICY NO:	504	APPROVAL DATE:	April 4, 2022
TITLE:	Oral and/or Electronic Consent	REVISION DATE:	
SECTION:	Information Management	LAST REVIEWED:	April 4, 2022
DEPARTMENT:	Legislative Services	PAGE	1 OF 2

POLICY STATEMENT

The City of Grande Prairie (the “City”) may from time to time, need to collect Oral and/or Electronic Consent from an Individual in order to provide necessary programs and services.

REASON FOR POLICY

To allow for Oral and/or Electronic Consent for the City to offer continued and seamless programs and services to ensure that the needs of the Individual are met.

DEFINITIONS

“**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.

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

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

“**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 an 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

The City provides programs and services that may extend to third-party service providers that support the immediate needs of an Individual.

This Policy is to allow the City and third-party service providers, to collect Personal Information through Oral and/or Electronic Consent in accordance with the FOIP Act.

The City’s Authentication and Identification Policy 503 must be followed in order to verify the identity of an Individual and the validity of the consent provided.

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.