

Protection of Personal Information Policy & Procedure

Policy 11-2022

At the Town of Birch Hills, we respect the Canadian "Personal Information Protection and Electronic Documents Act" (PIPEDA) and "Local Authority Freedom of Information and Protection of Privacy Act" (LAFOIP). Council and all employees, including all contractual employees, are responsible for the protection of personal information of all parties.

This policy applies to all types of documents containing information that has been presented either verbally, electronically or in writing.

1. Confidential Information:

- Age
- Social Insurance Number
- Address
- Telephone numbers
- Salary/Wages
- Ethnic origin
- Blood type
- Personal opinions
- Performance appraisals
- Social status
- Disciplinary measures
- Contents of the individual's personnel file
- Information on individual's financial situation (credit, debts, etc.)
- Medical or Health information
- Aspirations (e.g. acquisition of a product or service, change of job)
- Benefit information
- Updated TD1
- Records/Minutes of meetings with employee
- Photograph

2. Non-confidential Information:

- Information found on a professional business card
- Any information deemed public by relevant legislation

Procedure(s)

- The Town of Birch Hills legally gathers, retains and uses information concerning its employees for employment purposes only.
- An employee needs to give his or her permission in writing using the "Consent to Release Personal Information" form before any confidential information can be given to anyone outside of the Town of Birch Hills.

Adopted this 13th day of April, 2022



Mayor



Chief Administrative Officer

