

Privacy Policy

The Village of Irma recognizes the importance of protecting personal information within our custody and control. The Village of Irma must balance this with the requirements and philosophy of being an open and transparent public body. The purpose of this privacy policy is to provide direction to all current and former employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors of the Village of Irma regarding the protection of the individual's information and privacy.

Defined Terms

For the purpose of this policy "information" includes; reports, tax rolls, utility bills, grant forms, appeal forms, applications, resumes, documents, electronic documents, and any other form of publication which holds writing on it or is in an electronic form which the Village holds.

For the purpose of this policy "Village" refers to the Village of Irma.

For the purpose of this policy "staff" refers to any employee of the Village of Irma including Full time, part time, elected, and contracted.

Policy Statement

The purpose of this policy is to ensure that all Village staff are protecting resident and other individual's information. All staff must comply with the *Freedom of Information and Protection of Privacy Act and Regulations*, along with Bylaw 99-05 of the Village of Irma and any other provincial law regarding privacy.

General

- FOIP requests will only be treated as such if the request is made in writing

Methods to Prevent Privacy Breaches:

- The Village will implement a clean desk policy; meaning no personal information shall be left on desks over night
- All Village records will be stored in proper Personal Information Banks located in the Village Office

If a Breach occurs the Village will

- Contain the breach
- Evaluate the risks associated with the breach
- Notify the OIPC and/ or the Public as a mitigation strategy
- In hopes to work towards preventing the breach again

The purpose of this directive is to establish guidelines for the management of inadvertent disclosure of personal information by:

- Assisting Employees in the reporting, investigating and documenting of privacy breaches; and

- Determining the severity of the privacy breach.

Applicability

This policy applies to all current and former employees, contractors, subcontractors, agents, volunteers, landowners, vendors, donors, and councilors of the Village of Irma.

Passed on January 14, 2014 meeting, motion 14-5

Staff initials