

Policy statement

Leduc County encourages the principle of transparency in accordance with the *Freedom of Information and Protection of Privacy (FOIP) Act* by demonstrating the following:

1. Routine release of administrative and operational records to create an efficient, cost-effective means to provide the public with greater access to information; while
2. protecting personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

Definitions

Access means the availability of records of a public body for a person to view or copy. The *FOIP Act* provides any person with a right of access to records or to their own personal information that is in the custody or under the control of a public body.

Active dissemination means when information or records are periodically released without any request, under a program or release strategy.

Disclosure means the act of making known or revealing, providing access to records or personal information.

Employee means any person directly employed by Leduc County.

Personal information means recorded information about an identifiable individual, including, but not limited to:

- the individual’s name, home or business address, or home or business telephone number;
- the individual’s race, national or ethnic origin, colour, or religious or political beliefs, or associations;
- the individual’s age, sex, marital status or family status;
- an identifying number, symbol or other particular assigned to the individual;
- the individual’s fingerprints, other biometric information, blood type, genetic information or inheritable characteristics;
- information about the individual’s health and health care history, including information about a physical mental disability;
- information about the individual’s educational, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else’s opinion about the individual; and
- the individual’s personal views or opinions, except if they are about someone else.

Routine release of information means when access to a record can be granted without a request under the *FOIP Act*.

Policy authority

Legislative implications:

- *Municipal Government Act (MGA)*
- *Freedom of Information and Protection of Privacy (FOIP) Act*

Bylaw implications:

- Bylaw No. 19-20 Freedom of Information and Protection of Privacy (FOIP)

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Other:

- Leduc County FOIP Guidelines and Practices

Policy standards

1. Collection of personal information in any context will be accompanied by a statement which includes:
 - the purpose for which the information is collected
 - the specific legal authority for the collection
 - the title, business address and business telephone number of an officer or employee of the public body who can answer the individuals' questions about the collection.
2. Access of personal information:
 - Employees with access to information (in any form or medium) about Leduc County applicants, clients, employees or business matters may only obtain information that is necessary for job duties and performance. Viewing any information other than that required in performing a job function is a breach of Leduc County's confidentiality standard.
 - Regardless of the format in which information is obtained (either orally, written or electronic) it must be treated with the same level of confidentiality. Every effort will be made to ensure that confidential information is not inadvertently disclosed to persons not otherwise entitled to receive such information.
3. The criteria used to determine which records could be classified for routine release is:
 - a statutory requirement
 - type of information is requested on a regular basis
 - material that is publicly available
 - information that should be withheld from release under *FOIP exceptions*.
4. Active dissemination of records:
 - The internet/social media is used to regularly make available information such as approved council meeting minutes and bylaws. Other methods include mail, faxes, newspaper and public reading room.
5. Specifying records that will be available to the public without a request for access under the *Freedom of Information and Protection of Privacy (FOIP) Act* demonstrates that Leduc County is operating in the "spirit" of the Act.
6. The *FOIP Act* is in addition to, and does not replace, existing procedures and fee structures for access to routinely available information. When the request involves records that cannot be provided as a routine request, such as personal information about a third party, the formal process under the *FOIP Act* will be followed.

Policy responsibilities

Council responsibilities:

Council will,

- Approve this policy.
- Support the right of access to records while protecting the privacy of individuals.

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Administration responsibilities:

The county manager, or designate will,

- Direct administration to develop the necessary administrative procedures to implement this policy.
- Approve the administrative procedures.
- Ensure compliance with all legislated requirements.

Administrative staff will,

- Be guided by this policy and adhere to the guidelines and practices in effect.
- Follow the procedures for the use, disclosure and disposal of personal information.
- Maintain, update and adhere to this policy.

Monitoring and updating

- This policy will be posted on Leduc County's website.
- This policy will be reviewed at least once every four years.