

WHAT IS FIPPA?

FIPPA stands for *Freedom of Information and Protection of Privacy Act* (the Act).

The intended purposes of the Act are to make public bodies accountable to the public and to protect personal privacy. It also outlines how these purposes will be achieved.

ROLE OF THE FREEDOM OF INFORMATION (FOI) [COORDINATOR]

[Coordinators] act as the [Local Government] resource for point-of-contact staff regarding information requests and privacy.

WHAT IS PERSONAL INFORMATION?

Personal information is information about an identifiable individual. It includes information that relates to a particular individual and allows that individual to be identified. This can be as basic as an individual's name and address or place of employment. It can also include information about that individual which is typically not widely known, such as evaluation results or financial status.

PROTECTION OF PRIVACY RESPONSIBILITIES:

[Local Government] employees who have received access to personal information or other confidential information in the performance of their duties have a responsibility to protect this information while it is in their possession. These obligations are part and parcel of the overall obligations imposed on the [Local Government] under the Act's protection of privacy provisions.

As a [Local Government] employee you must ensure that the privacy of the individual to whom the information relates is protected at all times, and must keep the information physically secure so as to avoid unauthorized disclosure or destruction.

WAYS TO PROTECT PERSONAL PRIVACY WOULD INCLUDE:

- Not leaving a document, device or USB containing personal information on your desk, in your car, in your home or other areas where others may have access to it;
- Ensuring that personal information on your computer screen is not visible to others;
- Ensuring that the files in your office are secure;
- Not discussing the personal information of others in open areas, such as reception areas and hallways;
- Only access video recordings for the purpose for which the video surveillance was installed and if you have authorization to do so; and
- Ensure that any disclosure is justified, documented and authorized by the [Corporate Officer].

Within [Local Government] personal information may only be disclosed on a "need to know" basis, employees should access personal information only when they require it to perform their duties.

REQUESTS FOR CCTV VIDEO

It is important that equipment operators are sensitive to, and ensure compliance with, FIPPA.

Law enforcement agencies must provide an investigation or file number and access must be documented in the CCTV Camera log book.

Please note that viewing video footage is considered disclosure under FIPPA.

Please forward all requests for video footage to [insert email address]

ACCURACY, PROTECTION AND RETENTION

Take care of all personal information that you create, receive or keep. Ensure it is accurate appropriately protected and retained for reasonable purposes.

PRIVACY BREACHES

A Privacy Breach occurs when there is unauthorized access to personal information or unauthorized collection, use, disclosure, or disposal of personal information that is not authorized by the *Freedom of Information and Protection of Privacy Act*.

A potential privacy breach **MUST** be brought to the attention of the [Corporate Officer], who can be reached by TEL: [insert] or email [insert email address]

Remember!!

As an employee of [insert name] covered by the Act, you are responsible for handling personal information in accordance with the Act.

We are all responsible for safeguarding the personal information we handle.

If you're not sure of your obligations, ask your supervisor or [FOI Coordinator]!!