



Town of Happy Valley-Goose Bay

Index: Administration		Policy Number: A0049	
Approved Date: November 26, 2019	Effective Date: November 26, 2019	Revision Date:	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 1 of 4	

Topic: Protection of Privacy Policy

Introduction:

The Privacy Commissioner of Canada defines privacy as “the right to control access to one’s person and information about one’s self. The right to privacy means that individuals get to decide what and how much information you give up, to whom it is given, and for what uses”

Protection of privacy legislation protects “personal information”.

Personal information means recorded information about an identifiable individual, including:

- The individual’s name, address or telephone number
- The individual’s race, national or ethnic origin, color, or religious or political beliefs or associations
- The individual’s age, sex, sexual orientation, marital status or family status
- An identifying number, symbol or other particular assigned to the individual
- The individual’s fingerprints, blood type or inheritable characteristics
- Information about the individual’s health care status or history, including a physical or mental disability
- Information about the individual’s educational, financial, criminal or employment status or history
- The opinions of a person about the individual
- The individual’s personal views or opinions

Purpose:

The purpose of this policy is to foster greater public trust by establishing clear accountability statements, including roles and responsibilities for the protection of personal information collected, used, disclosed and disposed by the Municipality of Happy Valley-Goose Bay and to be compliant under the Access to Information and Protection of Privacy Act, 2015 (Newfoundland and Labrador).



Town of Happy Valley-Goose Bay

Index: Administration		Policy Number: A0049	
Approved Date: November 26, 2019	Effective Date: November 26, 2019	Revision Date:	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 2 of 4	

Topic: Protection of Privacy Policy

Application:

The policy applies to all Town of Happy Valley-Goose Bay (the Town) staff, volunteers, and contract staff hired by the Town.

This policy applies to all personal information managed by the Town and is not limited by the scope of any individual statute or regulation.

Policy Statement:

The Town of Happy Valley-Goose Bay will

1. Ensure all employees share responsibility for the protection of personal information privacy and compliance with the roles and responsibilities identified in this policy
2. Apply this policy and related policies and practices in the collection, use, disclosure and disposal of personal information.
3. Clearly communicate to the public how personal information is collected, used, disclosed and disposed.
4. Make privacy training mandatory, commensurate with their job responsibilities, for all Town staff.

Roles & Responsibilities:

1. Department Managers and or Director of Human Resources will administer and communicate this Policy to all staff within the respective Departments.
2. Department Managers, and all persons in a Management or Supervisory role shall promote a culture and business practices that ensure Town information is shared and accessible while respecting security and privacy requirements of personal information and other confidentiality obligations.



Town of Happy Valley-Goose Bay

Index: Administration		Policy Number: A0049	
Approved Date: November 26, 2019	Effective Date: November 26, 2019	Revision Date:	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 3 of 4	

Topic: Protection of Privacy Policy

Obligations of Town Staff:

1. Manage personal information that is part of a business record in accordance with the requirements identified in this Policy.
2. Undertake privacy awareness training for the appropriate handling of personal information to understand their responsibilities to protect privacy in executing their operational duties.
3. Follow specific procedures established for disclosing personal information to a law enforcement agency in Canada.
4. Comply with applicable legislation that governs the collection, use, disclosure and disposition of the personal information under their control.

Definitions:

Collection:

The collection of personal information from or about the individual to whom the information relates, including unintended or unprompted receipt.

Disclosure:

The release of personal information by any method, for example – sharing information by any means such as verbally, sending an email, posting online to anybody or person.

Disposition:

The action taken with regards to personal information including destruction, transfer to another entity, or permanent preservation.



Town of Happy Valley-Goose Bay

Index: Administration		Policy Number: A0049	
Approved Date: November 26, 2019	Effective Date: November 26, 2019	Revision Date:	
Authority: 12th Council of the Town of Happy Valley-Goose Bay		Page 4 of 4	

Topic: Protection of Privacy Policy

Personal Information:

Personal information is recorded information about an identifiable individual.


Privacy Breach:

The improper or unauthorized creation, collection, use, disclosure, retention or disposition of personal information.


Use:

The purpose or purposes for which the information was obtained or compiled.

IN WITNESS WHEREOF, this policy is sealed under the Common Seal of the Town of Happy Valley-Goose Bay.



Mayor, Wally Andersen



Town Manager, Robert Andrews