

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

PRIVACY BREACH

NUMBER

A1445

DELEGATED AUTHORITY

*FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT (FOIP)
S95*

DEPARTMENT

OFFICE OF THE CITY MANAGER

STATEMENT

The City of Edmonton acknowledges the importance of protection of personal information within its custody or control, but recognizes that personal information may be collected, retained, used and disclosed in ways that are not in accordance with the *Freedom of Information and Protection of Privacy Act*.

PURPOSE

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.

APPLICATION

PROCEDURE

This directive applies to all Employees reporting to the City Manager. This also applies to all employees in the Office of the City Auditor.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Freedom of Information and Protection of Privacy Act
Privacy Directive A1433A
Employee Code of Conduct Directive A1100C

APPROVED:

DATE: MAY 24, 2007

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A handwritten signature in black ink, appearing to read "A. Maurice".