

POLICY 235C

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Policy Title:	Privacy Management
Policy Number:	235C
Approval:	Town Council
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Policy Statement

The Town of Olds is committed to transparency, accountability, and the protection of personal information. The Town acknowledges that collecting and managing personal information must be done in a fair, open, and transparent manner to foster public trust and ensure strict compliance with Alberta's *Access to Information Act* (ATIA) and *Protection of Privacy Act* (POPA).

Purpose

The purpose of this policy is to establish the overarching roles, responsibilities, and standards for privacy management within the Town of Olds. It ensures that the collection, use, disclosure, and protection of personal information are managed in an accountable manner that aligns with provincial legislation and municipal best practices.

Standards

The Town will:

1. Establish procedures that outline the Town of Olds Privacy Management Program as required under Section 25 of the Protection of Privacy Act.
2. Establish procedures that outline the Town of Olds Privacy Impact Assessment process as required under Section 25 and are compliant with Section 26 of the Protection of Privacy Act.
3. Ensure Employees, Elected Officials, and all Committee and Board members shall comply with the guidelines of the Town of Olds Privacy Management Program and report any instances of non-compliance immediately to the Town of Olds Privacy Officer.
4. Take reasonable security safeguards to protect and manage personal information within its custody and control against risks of unauthorized access, collection, use, disclosure, or destruction.