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28/04/2014

**Corporate Services - Legislative Services  
and Corporate Policy Committee  
Joint Report – 2014-11**

TO: Committee of the Whole  
SUBJECT: New Corporate Policy - Protection of Personal Information  
ORIGIN: Legislative Services & Corporate Policy Committee

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**Recommendations**

THAT Legislative Services and Corporate Policy Committee Joint Report 2014-11 regarding the New Corporate Policy - Protection of Personal Information Policy CORP.1-08 be received and;

THAT the attached Protection of Personal Information Policy CORP.1-08 be approved.

**Comments**

Government organizations collect personal information as part of their role in providing services to the public. Individuals give their personal information to a government organization when they fill out an application for programs or services, apply for jobs etc. This personal information is protected under the Municipal Freedom of Information and Protection of Privacy Act (the Act). This policy outlines the standards and procedures for the collection, use and management of all personal information by all staff according to the principles of the Act.

**Business Plan and Strategic Plan Linkages**

The policy aligns with the Strategic Plan's key area of focus "Well Equipped & Managed". The collection, use and management of personal information in a responsible and transparent manner links directly to the Core Values of Accountability and Accessibility.

**Consultation**

The Legislative Services Department prepared the Protection of Personal Information Policy CORP.1-08 in consultation with staff from various departments who collect, use and manage personal information, and circulated the policy to the Corporate Policy Committee for review and

comment as well as to ensure compliance/ co-ordination with current Town policies and practices. The attached policy incorporates the comments of the committee.

The research conducted in drafting the policy and procedures included consultation with other municipalities and in consideration of the principles of the Information and Privacy Commissioner of Ontario.

### **Human Resource Consideration**

The recommendations in this report have no impact on staffing levels.

### **Budget Impact**

The adoption of this policy has no direct impact on the Operating or Capital budget.

### **Contact**

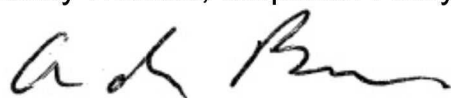
For more information on this report contact Sarah Niezen, Records and Projects Coordinator, Legislative Services at 905-953-5300 ext. 2213 or [sniezen@newmarket.ca](mailto:sniezen@newmarket.ca) or Cindy Wackett, Strategic Initiatives at 905-953-5300 ext. 2048.



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Sarah Niezen, Records and Projects Coordinator, Legislative Services



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Cindy Wackett, Corporate Policy Committee



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Andrew Brouwer, Director of Legislative Services/Town Clerk, Legislative Services



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Anita Moore, Commissioner, Corporate Services