

Appendix A – Definitions
To
Town of Newmarket
Protection of Personal Information Policy CORP.1-0x

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

- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- c) any identifying number, symbol or other particular assigned to the individual,
- d) the address, telephone number, fingerprints or blood type of the individual,
- e) the personal opinions or views of the individual except if they relate to another individual,
- f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- g) the views or opinions of another individual about the individual, and
- h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;

(Municipal Freedom of Information and Protection of Privacy Act)

Personal Information Bank (PIB) means a collection of personal information that is organized and capable of being retrieved using an individual's name or an identifying number or particular assigned to the individual; (Municipal Freedom of Information and Protection of Privacy Act)

Personal Health Information means identifying information about an individual in oral or recorded form, if the information,

- a) relates to the physical or mental health of the individual, including information that consists of the health history of the individual's family,
- b) relates to the providing of health care to the individual, including the identification of a persona as a provider of health care to the individual,
- c) is a plan of service within the meaning of the Home Care

(Personal Health Information Protection Act, 2004 S.O. 2004 C.3 Sched. A, section 4)

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Privacy Audit means an assessment or examination of current policies, procedures and practices related to the collection, use, retention, and disclosure of personal information in any format or medium;

Privacy Breach occurs when personal information is collected, retained, used or disclosed in a way that is not in accordance with MFIPPA;

Privacy Impact Assessment (PIA) is a process that helps determine whether new technologies, information systems, and proposed programs or policies meet basic privacy requirements;

Records means any recorded information, whether in printed form, on film, by electronic means or otherwise, including: correspondence, memoranda, plans, maps, drawings, graphic works, photographs, film, microfilm, microfiche, sound records, videotapes, e-mail, text message, machine readable records, and any other documentary material regardless of physical form or characteristics, and including “official records” and “transitory records”;