



DEPARTMENT OF ECONOMIC AND RURAL DEVELOPMENT

PRIVACY POLICY

Approval Date: April 1, 2009

Effective Date: April 1, 2009

Approved By: _____
Ian Thompson, Deputy Minister

I POLICY STATEMENT

It is the policy of the Department of Economic and Rural Development that it will ensure adherence to the privacy protection provisions of the Freedom of Information and Protection of Privacy Act, the Personal Information International Disclosure Protection Act, the Government Privacy Policy and other applicable legislation. The Department of Economic and Rural Development will uphold the principles of transparency, custodianship and shared responsibility established in the Government Privacy Policy, as it relates to the collection, use and disclosure of personal information.

II DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

ERD

Department of Economic and Rural Development

employee

an individual in the employ of, seconded to, or under personal service contract to the Government entity and their volunteers, students, and interns who have access to records.

FOIPOP

NS Freedom of Information and Protection of Privacy Act

personal information

as defined in clause 3(1)(l) of the FOIPOP Act, “recorded information about an identifiable individual, including:

- i. the individual's name, address or telephone number,
- ii. the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations,
- iii. the individual's age, sex, sexual orientation, marital status or family status,
- iv. an identifying number, symbol or other particular assigned to the individual,
- v. the individual's fingerprints, blood type or inheritable characteristics
- vi. information about the individual's health-care history, including a physical or mental disability,
- vii. information about the individual's educational, financial, criminal or employment history,
- viii. anyone else's opinions about the individual, and
- ix. the individual's personal views or opinions, except if they are about someone else”

privacy breach

the event of unauthorized collection, access, use, disclosure, or alteration of personal information

PIA

a Privacy Impact Assessment is a due diligence exercise which identifies and addresses potential privacy risks that may occur in the course of the operations of a public body

record

as defined in clause 3(1)(k) of the FOIPOP Act, includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records

III POLICY OBJECTIVES

The policy is designed to ensure that government meets its legislated obligations in the management of personal information throughout its life cycle. This includes ensuring the protection of personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

IV APPLICATION

This policy applies to all employees and all personal information in the custody and control of ERD.

V POLICY DIRECTIVES

ERD shall only collect, access, store, use, disclose and dispose of personal information where authorized by law.

The Deputy Minister of ERD shall identify those individuals with designated or delegated responsibilities for making reasonable security arrangements for personal information in keeping with the provisions of applicable legislation.

ERD shall have a privacy breach protocol.

ERD shall complete a privacy impact assessment for any new program or service or for a significant change to a program or service.

All employees shall be advised of the policy coming into force.

This policy shall be made readily available and will be posted on <http://iweb.gov.ns.ca/econ> Internet Website.

Requests for correction of personal information or to express concern regarding compliance shall be directed to the Manager of Operations, 6th floor, Centennial Building.

VI POLICY GUIDELINES

- ERD Records Management Policy outlines the management of all government records within its custody.
- ERD has a secure and staffed Central Registry. Records have restricted access limited to individuals who need access only for the purpose of carrying out a program or service; databases containing personal information will be password protected; and, passwords will only be issued to staff that require access to deliver the program or service. Additionally, files containing personal information will not be left unattended and disposal of both transitory or master records containing personal information will only be carried out using secure methods, such as shredding.
- Training and awareness will be provided to all staff on the privacy protection of personal information. ERD shall ensure that all new employees receive a copy of this policy in an orientation package and/or that the Information Access and Privacy Officer will provide training on proper procedures regarding the privacy of personal information.
- Concerns about compliance with this privacy policy should be made to the Manager of Operations, 6th floor, Centennial Building, 1660 Hollis Street, Halifax, NS.

VII ACCOUNTABILITY & SECURITY

- The Deputy Minister of the Department of Economic and Rural Development shall be accountable for compliance with this policy.
- Each employee is responsible for complying with this policy and the privacy policies of ERD and the Government of Nova Scotia.

VIII MONITORING

The Manager of Operations shall be responsible for monitoring compliance with the policy.

IX REFERENCES

- Freedom of Information & Protection of Privacy Act and Regulations
- Personal Information International Disclosure Protection Act
- Government Records Act
- Management Manual 300: Common Services, Chapter 4, Policy 4.7, Website Privacy Policy
- Management Manual 300: Common Services, Chapter 4, Policy 4.11, Privacy Policy
- Management Manual 100: Management Guide, Chapter 1, Policy 1.2 Management Manuals Policy
- ERD Records Management Policy
- ERD Privacy Impact Assessment Policy
- ERD Privacy Breach Protocol and Privacy Complaint Procedure
- Canadian Standards Association Model Code 10 Principles

X ENQUIRIES

Enquires about this policy can be made to the Manager of Operations and/or the Information Access and Privacy Officer, 6th floor, Centennial Building, 1660 Hollis Street, Halifax, Nova Scotia. Telephone 902-424-0377.