

PRIVACY POLICY



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Approved By: Nancy Vanstone

Version Control: <u>New Policy</u>

I. POLICY STATEMENT

It is the policy of Nova Scotia Environment 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. Nova Scotia Environment 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.

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:
(l) 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

This policy is designed to ensure that government meets its legislated obligation 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
- all personal information in the custody and control of Nova Scotia Environment

V. POLICY DIRECTIVES

- Nova Scotia Environment shall only collect, access, store, use, disclose and dispose of personal information where authorized by law.
- Nova Scotia Environment shall have a privacy breach protocol.
- Nova Scotia Environment 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 and shall

- receive privacy awareness training.
- This policy shall be made readily available and will be posted on the Nova Scotia Environment Internet Website.
- Requests for correction of personal information or to express concern regarding compliance shall be directed to the FOIPOP Administrator for Nova Scotia Environment.
- Nova Scotia Environment shall have procedures and protocols in place to support the administration of this policy.

VI. POLICY GUIDELINES

- NS Environment will shall ensure that all new employees receive a copy of this policy in an orientation package, and receive training on proper procedures regarding the privacy of personal information.
- NS Environment will make every reasonable effort to ensure that appropriate security protocols are implemented to protect the confidentiality, integrity, availability of personal information through mechanisms including, but not limited to:
 - the use of access permission levels on electronic systems used to manage personal information
 - the use of passwords to protect personal information in electronic systems or devices such as portable flash drives, USB cards, etc.
 - the use of locked file cabinets or areas with restricted secure access to sensitive information
 - ensuring that personal information is removed from department offices only:
 - if it needed to comply with a program specific policy or standard; or
 - if it is necessary in order to meet a specified time line or commitment.
 - when personal information is removed from the department offices it is not left unattended (i.e. in an unlocked vehicle) or out where it can be viewed by unauthorized individuals
 - timely and secure destruction of both transitory or master records containing personal information

VII. ACCOUNTABILITY & SECURITY

- The deputy head of NS Environment shall be accountable for compliance with this policy.
- Each employee is responsible for complying with this policy and the privacy policy of the Government of Nova Scotia.

VII. MONITORING

The NS Environment FOIPOP Administrator will be responsible for monitoring compliance with this 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 100: Management Guide, Chapter 1, Policy 1.2, Management Manuals Policy
- Canadian Standards Association Model Code 10 Principles

X. INQUIRIES

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(Original signed by)
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