



Title: Municipal Information and Privacy Policy	Policy Use: Internal
Department: Communications	Policy Number: MIPP-2
Approval Date: July 16, 2019	Implementation Date: July 16, 2019
Schedule Review Date: July 14, 2020	Actual Review Date:

The policy provides information about our compliance with the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA)* and our commitment to providing access to public documents.

Accessing Information

The Town of Victoria is committed to providing up to date, accurate and transparent information about its decisions. The following documents are considered 'public documents' and can be viewed at the town office upon request during the normal business hours as per Section 215.1:

- Adopted Minutes of the Council
- The Assessment Roll
- Regulations
- The Municipal Plan
- Opened Public Tenders
- Financial Statements
- Auditor's Reports
- Adopted Budgets
- Contracts
- Orders
- Permits
- Disclosure Statement/s
- Any documents tabled or adopted by Council at a public council meeting

A person making an inspection under subsection 215-(1)

(a) shall not remove the document from the place where it is located or interfere with an employee of the council in the performance of his or her duties; and

(b) may make extracts from the documents, and may, where the council has copying equipment, have a copy made of the documents upon payment of a fee equal to the actual cost of providing that copy. If the information you are looking for is not listed, you may need to make an access to information request.

You can contact us at:

Town of Victoria, 271 Main Highway, P.O. Box 130, Victoria, NL, A0A 4G0
Telephone: 709-596-3783 Fax: 709-596-5020
Email – General Inquires: townofvictoria@nf.aibn.com

Collection, use and disclosure of personal information

Personal information means *recorded* information about an *identifiable* individual, including the individual's name, address or telephone number. The full definition of personal information can be found in section 2(u) of *ATIPPA*.

We may collect and retain personal information for a number of reasons. Examples include but no limited to:

- Permit applications
- To communicate with you about our services
- To collect taxes
- To communicate any changes or disruptions in services

Any personal information will be collected in compliance with *ATIPPA*. Information will only be used for the intended purpose, a related purpose, or another use authorized by *ATIPPA*. This information will not be disclosed to other public bodies or individuals except as authorized by *ATIPPA*.

You should be aware that under these guidelines, personal information you provide **may** be disclosed in the following documents:

- An access to information request, where the disclosure would not be an unreasonable invasion of privacy;
- Correspondence tabled at a public meeting; or
- Public documents (see full list above).

If you do not wish to have your personal information disclosed in a public document or tabled at a public meeting, please indicate this in your correspondence. We will take your concerns into account but cannot guarantee the information will not be disclosed.

Security

The Town of Victoria takes every precaution to protect your personal information, including making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure or disposal.

Disciplinary Action

Failure to comply with any aspect of this policy will not be tolerated and acts of insubordination may subject a Mayor, Deputy Mayor, Councillor/s, Employee/s and Department/s of Council to disciplinary action up to and including termination, and/or to discipline, legislative obligations & implications under the *ATIPPA* - Offence Section 115. (1).

Contact Information

Please direct any questions regarding the collection, use and disclosure of your personal information to:

Shelly Butt, Town Clerk Manager, Town of Victoria. Email: Shelly@townofvictoria.ca

Privacy Complaint

If you believe your personal information has been inappropriately collected, used or disclosed, you may make a complaint to the Office of the Information and Privacy Commissioner:

Office of the Information and Privacy Commissioner

P.O. Box 13004, Station "A", St. John's, NL A1B 3V8

Tel: (709) 729-6309 / Fax: (709) 729-6500

Toll Free NL: 1-877-729-6309 e-mail: commissioner@oipc.nl.ca

Acknowledgement & Agreement

I acknowledge that I have read and understand the Municipal Information and Privacy Policy of the Town of Victoria. Further, I agree to adhere to this Policy and will ensure that Mayor, Deputy Mayor, Councillor/s, Employee/s and Department/s of Council working under my direction adhere to these guiding principles. I understand that failure to comply with any aspect of this policy will not be tolerated and acts of insubordination may subject a Mayor, Deputy Mayor, Councillor/s, Employee/s and Department/s of Council to discipline, legislative obligations & implications under the ATIPPA - Offence Section 115. (1) and/or termination, where applicable.

Name: _____

Signature: _____

Date: _____

Witness: _____