

<b>Policy Number:</b>	<b>PRIV-1-1</b>
<b>Policy Name:</b>	<b>Privacy Roles and Responsibilities</b>
<b>Issued:</b>	<b>09.2021</b>
<b>Revised:</b>	

## **PREFACE**

McMan South Region (referred to as “McMan”) has business, ethical and legal responsibilities to protect all forms of personal and personal employee information in its custody and/or control (see DEFINITION section of Privacy Charter – PRIV-1-0).

The purpose of this policy is to define accountabilities for privacy compliance within McMan. As an organization subject to provincial privacy laws, McMan is required to identify a contact person who is responsible for ensuring legislative compliance. Throughout these policies, this role is referred to as the Privacy Officer.

This document should be read in conjunction with McMan’s Privacy Charter and all of the related policies and procedures referenced therein.

### ***Privacy Officer***

1. The Privacy Officer is responsible for the following:
  - a. Identifying privacy compliance issues for McMan;
  - b. Ensuring that privacy and security policies and procedures are developed, maintained, and updated as necessary;
  - c. Ensuring that McMan employees, volunteers and contracted personnel are aware of their duties, roles, and responsibilities under applicable privacy legislation;
  - d. In consultation with McMan employees, providing advice on, and interpretation of, applicable privacy legislation, including release / non-release of information;
  - e. Directing the response to Routine Requests for Personal Information, release of personal information, or to correct or amend personal information, where there is no requirement or need to withhold information or deny a request for correction under FOIP;
  - f. Responding to requests for access to information, or to correct or amend personal information, and facilitating the request process as necessary, in conjunction with the Finance Department, including estimating, calculating, invoicing, and approval of waivers of fees relating to request for access to information;
  - g. Ensuring the overall security and protection of personal information in the custody or control of McMan;
  - h. Directing the response to privacy breaches of personal information at McMan and its facilities in line with Policy PRIV-1-8 - Privacy Breach Response;
  - i. Ensuring the completion of Privacy Impact Assessments (PIAs) for McMan for project-specific personal information systems and practices, as required by Policy PRIV-1-9 - Privacy and Information Security Assessments;

- j. Developing and completing quality assurance processes for implementation of McMan organization privacy management;
- k. Representing McMan in dealings with third parties, the provincial government, and the Office of the Information and Privacy Commissioner, in conjunction with the Executive Director, as necessary.

### ***Senior Leadership***

- 2. Senior Leaders, including Managers, Directors and the Executive Director, and the Board of Directors are responsible for ensuring that privacy and information security policies and practices at McMan are aligned with governing mandates, standards, and planning.

### ***Policy Committee***

- 3. The Policy Committee at McMan is responsible for reviewing and approving Privacy and Information Management Policy and Procedures.

### ***All Employees and Service Providers***

- 4. All employees are responsible for ensuring privacy for all information they may collect, use, disclose, handle, or view. Employees:
  - a. Make themselves aware of and adhere to access to information and privacy policies, procedures and standards;
  - b. Access, release and protect information in their custody or control according to policy and procedures;
  - c. Refer to the Privacy Officer all decisions about collection, use, disclosure, and access that are not clearly directed by policy and procedures; and
  - d. Report all suspected breaches to personal information to the Privacy Officer immediately upon discovery.

## **APPENDICES**

N/A