

Personnel

PIPA Policy

GFOA Alberta – Policy Manual

Policy Type:

Personnel

Number: 3.2.5

Policy Name:

PIPA Policy

Original Effective Date: September 27, 2023

Date of Last Amendment:

GFOA Alberta will collect only the minimum amount of personal information required to achieve the purpose for the collection. Typical information collection is as follows:

Name, municipality, and email address for membership applications.

Name, municipality and email address for webinars/conferences.

GFOA Alberta notifies individuals of the purpose for collecting personal information and requires individuals to consent either expressly or implicitly depending on the nature and sensitivity of the personal information.

Individuals may withdraw consent at any time by giving GFOA Alberta reasonable notice unless the likely consequences of withdrawing would frustrate the performance of a legal obligation.

GFOA Alberta will not collect, use or disclose personal information except for the identified purposes for collection, unless we have received additional consent.

GFOA Alberta will not refuse to supply a product or service because the applicant does not consent to the collection, use or disclosure of personal information for purposes that are not necessary for the transaction.

GFOA Alberta will disclose personal information where authorized by PIPA or required by law.

GFOA Alberta will keep personal information used to make a decision that directly affects individuals for at least one year after the decision was made. After that period has passed, unless stated otherwise in a policy, GFOA Alberta will securely destroy or anonymize personal information once it is no longer necessary to fulfil the identified purposes or any other legal or business purpose.

We will make all reasonable arrangements to ensure that the personal information collected is accurate and complete. Individuals may request that we correct any errors or omissions in their personal information that is under our control.

If we are not satisfied that the request for correction is reasonable, we will annotate the information, noting that the correction that was requested but not made.

Any request for access to personal information must be made in writing. A fee may be charged depending on the complexity of the request. An estimate will be provided in writing in advance.

Requests will be completed within 30 days of receiving the request, unless a time extension is granted under PIPA.

If GFOA Alberta is authorized or required by PIPA to refuse access, we will notify the applicant in writing, stating the reasons for the refusal and outlining further steps that are available to the applicant.