

Risk Management

Data Residency Policy

GFOA Alberta – Policy Manual

Policy Type:

Risk Management

Number: 5.1.1

Policy Name:

Data Residency Policy

Original Effective Date: September 27, 2023

Date of Last Amendment:

The term “data residency” in this policy refers to the physical location of GFOA Alberta’s data. GFOA Alberta does not collect or store sensitive personal data other than what may be found through other methods. Examples include member names, the name of members’ municipalities, work phone numbers, positions within the municipality, email addresses and sometimes mobile phone numbers if provided.

GFOA Alberta’s member database is in the United States stored on a secured server. Data stored on staff devices are stored on equipment that are password protected.

Payment methods are typically through Stripe, cheques, wires and EFTs. Stripe credit card information is not retained by GFOA Alberta, EFTs and wires are through Alberta Treasury Branch office. Photocopies of member cheques may be stored on staff devices in different locations.

Bookkeeping data is processed through QuickBooks Online Canada which stores its data on Amazon Web Services (storage may not be specific to Canada). Website data including the document library and Discord discussion forum are stored on a secure server located in the United States.

Administrative material such as minutes, agendas and correspondence are stored on Google Workspace in the United States on secure servers.

GFOA Alberta recognizes that in an extreme situation the data stored in the United States could be seized by that country. However, the data stored in the United States is not unique or sensitive personal information.

This policy will be reviewed on a regular basis to ensure in the eventuality that GFOA Alberta collects any unique sensitive personal information it will be stored securely in Canada.