



## **TOWN OF TOFIELD**

## **POLICY AND PROCEDURE MANUAL**

# **OPERATIONAL ADMINISTRATION**

## **POLICY: INFORMATION MANAGEMENT**

## **Policy 2.06**

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### **POLICY**

There shall be a policy established to ensure the privacy of the ratepayer

### **PROCEDURE**

1. Procedures for the safe handling of rate payer information must be in place at all times to ensure adherence to privacy legislation. (Freedom of Information and Protection of Privacy Act (FOIP))
2. Information requested pertaining to rate payers must not be disclosed without the written permission of the rate payer.
3. All rate payer information must be stored in a secure electronic filing system with back up procedures followed to ensure no loss of data in the event of fire or theft.

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COUNCIL APPROVAL MOTION #13-08-15

  
MAYOR

DATE: August 10, 2015