

Function: Administration - 05
Department: Legislative - 030
Policy No.: 006



Freedom of Information and Protection of Privacy (FOIP) Disclaimers

Effective Date: December 14th, 2018
Review Date: December 14th, 2023
Cancel: Policy 236-4 – FOIP Disclaimers
Resolution #: 810-18

CAO Signature: 

Purpose: To ensure all forms used by Lac Ste. Anne County for the collection of personal information are properly identified as following the Freedom of Information and Protection of Privacy (FOIP) Act.

Guidelines:

To ensure Lac Ste. Anne County is following the Freedom of Information and Protection of Privacy (FOIP) Act as outlined in Section 34(2) A public body that collects personal information that is required by subsection (1) to be collected directly from the individual the information is about must inform the individual of: (a) the purpose for which information is collected. (b) the specific legal authority for the collection, and (c) the title, business address and business telephone number of an officer or employee of the public body who can answer the individual's question about the collection.

Lac Ste Anne County outlines the following disclaimers as examples to be attached to any form used by Lac Ste Anne County for the purpose of collecting personal information from any individual:

Generic Collection of Information:

The personal information provided by you is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

*If the information is being collected as per the MGA then Section 33(a) needs to be placed where Section 33(c) is.

Registering in a program or activity:

The personal information provided will be used to register you in a Lac Ste. Anne County program or activity and is collected under the authority of Section 33(c), of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the program you have registered. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

Dust Control Applications:

The personal information provided will be used to process your dust control application with Lac Ste. Anne County and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the program you have registered. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

Payment Plan (Taxation and Utility Accounts):

The personal information provided will be used to process the monthly payment plan with Lac Ste. Anne County and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the program you have registered. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

100-Year Farm Family Award:

The personal information requested on this application is collected to determine your eligibility for the 100-year Farm Family Award offered by Lac Ste. Anne County under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act., Section 33(c). Questions about the collection of this information can be directed to the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

FOIP Disclaimer for Council portion of website.

Under section 197 of the Municipal Government Act (MGA), meetings of a council or a council committee must be conducted in public, except where there is authority to hold the meetings in the absence of the public. Under section 198 of the MGA, the public has a right to be present at council and committee meetings that are conducted in public. Given the public nature of council and committee meetings, please be advised if an individual is writing to a Councilor or to the Administration of this municipality all correspondence, including personal information, could be disclosed at a public council or committee meeting.

Facility Rental Agreements

The personal information provided will be used to reserve your facility rental into a county owned recreational facility and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the rental facility you have reserved. If you have any questions about the collection and use of this

information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

Grant Applications

The personal information provided will be used for the purpose of reviewing grant applications for funding recommendations and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will only be used for the provision of the review process for the grant program you have made application to. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0

Community Resource Directory

The personal information provided will be used to advertise contact information for the general public to access community organization and agency information and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. The information collected on this form will be available to the general public unless requested otherwise. If you have any questions about the collection and use of this information, please contact the Lac Ste. Anne County FOIP Coordinator at 1-866-880-5722, 56521 Rng Rd. 65 Box 219, Sangudo, AB T0E 2A0