

## **Best Practices for Protecting Personal Information For Elected Officials**

### Collecting Personal Information

Try not to collect personal information. If you can't avoid it, limit the collection of the personal information to a minimum and try to collect the information directly from the source.

If you think that you will want to share the personal information, get permission from the owner(s) of the personal information.

### Releasing Personal Information

When in doubt, don't release the information.

You can always release the information later but once it is out in the public, you can't reverse the process.

### Security of Personal Information

Avoid disclosing personal information in the process of serving the public.

Personal information should not be discussed outside of the office with family or friends, or in a public place.

Do not discuss details of personal information when other Council Members, employees or members of the public who are not entitled to this information are in the office and within hearing distance.

Personal information should be removed from desks or work areas if you are not in attendance or at the end of the day.

Log-out of your computer when you are leaving your work area to prevent unauthorized access or tampering with information.

### Disposing of Personal Information

Properly dispose of personal information or in other words, place the information in one of the confidential shredding boxes located throughout City Hall rather than place the information in a recycling bin.

Is it Business as usual?

Yes! The intent of the FOI legislation is not to halt business but rather to ensure the protection of individual's personal privacy/information, etc.