# PRIVACY LOCAL AUTHORITY



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## Objectives

- o What is privacy?
- O Why does privacy matter?
- Access and privacy legislation
- Information and Privacy Commissioner
- Privacy best practices

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What is privacy?

- Privacy is:
  - The right to be left alone
  - Autonomy to decide how your information is collected, used and disclosed

Why does privacy matter?

- Ensure confidence between the public and the local authority
- Ensures compliance with legislated authority
- Protects the safety and well-being of an individual
- Ensure the local authority is complying with their duty to protect



"HELLO, IS THIS THE DOCTOR'S OFFICE? THANK YOU FOR SENDING ME ALL THAT INFORMATION, BUT MY NAME ISN'T AMBER AND I'M PRETTY SURE I'M NOT PREGNANT!"

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The Local Authority
Freedom of Information
and Protection of
Privacy Act (LAFOIP)

Local authorities

Outlines how local authorities collect, use and disclose personal information

Health Information Protection Act (HIPA)

**Trustees** 

Outlines how trustees collect, use and disclose personal health information

#### INFORMATION AND PRIVACY COMMISSIONER



**OIPC Photo** 

- Oversight body for local authorities, government institutions and trustees that are subject to The Freedom of Information and Protection of Privacy, LAFOIP and HIPA
- Mediates access and privacy disputes between the public and local authorities/trustees
- Reviews and provides recommendations on privacy impact assessments



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### **Privacy Best Practices**

Lock your computer when you are away from your workstation.

Never leave personal information or personal health information unattended in a public place

Refrain from including personal information in the Subject line of your emails

Double check the recipients (whether faxed or emailed) is correct before you send any confidential information.

**Lock your computer** 

Bring it with you

Watch your subject line

Confirm the recipient

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### THANK YOU

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