



POLICY NO. XX DATA PROTECTION POLICY

1.0 PURPOSE

- 1.1** The purpose of the policy is to provide guidelines and provisions to ensure the municipality gathers, stores and handles data fairly, transparently and with respect towards individual rights.

2.0 SCOPE

- 2.1** This policy refers to all parties (employees, elected officials, volunteers, etc.) who provide any amount of information to us.

3.0 DATA COLLECTION

- 3.1** The Municipality collects offline and online data information in a transparent way. Once this information is available to us, the following rules apply.
- 3.2** Our data will be:
- 3.2.1** Accurate and kept up to date.
 - 3.2.2** Collected fairly and for lawful purposes only.
 - 3.2.3** Processed by the Municipality within its legal and moral boundaries.
 - 3.2.4** Protected against any unauthorized or illegal access by internal or external parties.
- 3.3** Our data will not be:
- 3.3.1** Communicated informally.
 - 3.3.2** Transferred to organizations or other levels of government unless it is deemed necessary by the Chief Administrative Officer.
- 3.4** In addition to ways of handling the data the Municipality will:
- 3.4.1** Have provisions in cases of lost, corrupted, or compromised data.
 - 3.4.2** Allow people to request that we modify, erase, reduce or correct data contained in our databases.

4.0 ACTIONS

4.1 To exercise data protection, we are committed to:

4.1.1 Restrict and monitor access to sensitive data.

4.1.2 Develop transparent data collection procedures.

4.1.3 Train employees in online privacy and security measures.

4.1.4 Build secure networks to protect online data from cyberattacks.

4.1.5 Establish clear procedures for reporting privacy breaches or data misuse.

4.1.6 Include contract clauses or communicate statements on how we handle data.

4.1.7 Establish data protection practices (document shredding, secure locks, data encryption, frequent backups, access authorization etc.).

5.0 DISCIPLINARY ACTION

5.1 All principles described in this policy must be strictly followed. A breach of data protection guidelines could result in disciplinary and possibly legal action.

DRAFT