

Access & Privacy

Learn about Access to Information Act (ATIA) and Protection of Privacy Act (POPA) at Brazeau County

1 What is the Access to Information Act about?

- You have the right to access records held by public bodies
- You can see your own personal information
- You can request corrections to your personal data

2

Who can ask for information?

- Any one can ask for information from Brazeau County that is not already publicly available.

4

How long until I hear back about my request?

- ATIA allows the County 30 business days to respond to a request. Sometimes this can get extended under Section 16 of the Act.

6

Will I get all the information that I ask for?

Information that applies to the request may be fully or partially disclosed to the applicant, however some information may be withheld according to the sections of POPA/ATIA or other legislation

8

Does it cost to submit an Access to Information request?

- There is no cost to request your own personal information.
- There is an initial fee of \$25.00 for a general information request, and may be assessed for more depending on the size and scope of the request. This is legislated by the Government of Alberta

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What is the Protection of Privacy Act about?

- This Act regulates how public bodies collect, use and disclose your data/personal information, lets you correct your personal information, and provides an independent review process for complaints.

3

What is data matching?

- Public bodies can securely link your digital data between systems—known as data-matching—to improve programs and services. POPA regulates the parameters.

5

What makes up a Privacy Management Program?

- The minimum requirements for all public bodies are:
- Designated Privacy Officer
 - Clear internal policies
 - Security Classification System
 - Mandatory employee training
 - Scheduled periodic reviews.

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Is there a fine for contravening the Act?

- Personal Information Violations (Part 1): Fines up to \$125,000 for individuals and \$750,000 for organizations.
- Data-Matching Violations (Part 3): Fines up to \$200,000 for individuals and \$1,000,000 for organizations.

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What is Personal Information?

- Personal information is defined as any recorded information about an identifiable individual, including details like your name, home address, age, ID numbers, or health history.