

**Town of Drumheller
Bylaw No. 02-09**

BEING A BYLAW OF THE TOWN OF DRUMHELLER, IN THE PROVINCE OF ALBERTA TO REGULATE THE ACCESS OF INFORMATION FOR VARIOUS ADMINISTRATIVE SERVICES.

WHEREAS, in accordance with the Municipal Government Act, S.A. 2000, Chapter M-26, as amended and the Freedom of Information and Protection of Privacy Act, S.A. 2000, F-25, as amended, an applicant has the right to access their own personal information and other municipal records, unless there is a reason why this information should not be disclosed; and

WHEREAS, in accordance with the said Acts, upon request of any person, information in the custody or control of the municipality must be provided within a reasonable time and on payment of a reasonable fee established within this bylaw or the Freedom of Information and Protection of Privacy Act; and

WHEREAS, in accordance with the said Acts, Council may set fees from time to time by ordinary resolution of Council, duly assembled.

WHEREAS, in accordance with the said Acts, a request for review may be made to the Privacy Commissioner;

NOW THEREFORE, the Council of the Town of Drumheller in the Province of Alberta, in council duly assembled hereby enacts as follows:

PART I: BYLAW TITLE

That this bylaw shall be known as the "Access to Information and Administrative Fees for Services" Bylaw.

PART II: PURPOSE

1. The purpose of this bylaw is to facilitate access to information in the custody or control of the Town and to ensure personal information is protected from unauthorized collection, use, or disclosure. Schedule F outlines the process of requesting access to information and is attached hereto.
2. The Town acknowledges that:
 - a) information has value and can also be a marketable asset managed by the Town; and
 - b) it is the responsibility of the Town, to consider provision of information that is routinely available;
 - c) it is the responsibility of the Town to protect personal information;

- d) it is the responsibility of the Town, through its employees, to respond to persons requesting information as quickly and conveniently as possible, unless the information can not be disclosed in accordance with the Freedom of Information and Protection of Privacy Act.

PART III: DEFINITIONS

Applicant: the individual making a request for information in accordance with this bylaw.

Chief Administrative Officer: the Town Manager, as appointed pursuant to the Municipal Government Act.

Custody: means having physical possession of a record, even though the Town does not necessarily have responsibility for the record. Physical possession normally includes responsibility for access, managing, maintaining, preserving, disposing, and providing security for a record.

Continuing Request: means an access that continues to be in effect for up to two years. A delivery schedule is established with the Applicant's agreement, and the request is repeatedly processed according to the schedule. Each time the request is processed, records created since the last delivery of the schedule are provided to the Applicant.

Control: means the power or authority to manage, restrict, regulate or administer the use or disclosure of a record.

Council: the Council of the Town of Drumheller

Error: mistaken or wrong information, or information not reflecting the truth.

Exempt Information: as defined in PART IV of this Bylaw.

Freedom of Information and Privacy Coordinator: is the Town Manager for the purposes of the Freedom of Information and Protection of Privacy Act. The Town Manager may delegate the duties for the Freedom of Information and Privacy Coordinator.

Head of the Public Body: shall be the Town Manager of the Town of Drumheller, and includes any person who holds the position of Town Manager in an Acting capacity.

Omission: information in a Record which is incomplete or missing or has been overlooked.

Personal Information: means recorded information about an identifiable individual, including but not limited to:

- the individual's name, home or business address, or home or business telephone number;
- the individual's race, national or ethnic origin, color or religious or political beliefs or associations;
- the individual's age, sex, marital status or family status;
- an identifying number, symbol, or other particular assigned to the individual;
- the individual's fingerprints, blood type or inheritable characteristics;
- information about the individual's education, financial, employment or criminal history, including criminal records where a pardon has been given;
- anyone else's opinion about the individual; and
- the individuals' personal views or opinions, except if they are about someone else.

Record: as defined in the Freedom of Information and Protection of Privacy Act, Section 1, information recorded in any form, including books, documents, maps, drawings, photographs, letters, vouchers and papers, and any other information that is written, photographed, recorded and stored in any manner, but does not include software or any other mechanism that produces records, except as this term may otherwise be defined in the Freedom of Information and Protection of Privacy Act from time to time.

Refusal: an information request which is refused by the Town in accordance with the Freedom of Information and Protection of Privacy Act.

Requests: Formal requests relate to information not routinely provided. These types of requests require the completion of a "Request for Access to Information" form, prior to release of the information. See Schedule A. Informal Requests are requests for information which the municipality routinely discloses or provides via active dissemination. Informal requests do not require the completion of a "Request for Access to Information" form.

Routine Disclosure: release of specific information on a regular basis, without the requirement of completion of a "Requests for Access to Information" form.

Third Party Information Requests: a request for information relating to a person, group of persons, or an organization other than the Applicant or the Town. This information may directly impact, involve, or belong to the originating party, and cannot be released without the originating party's permission.

Town: the Municipal Corporation of the Town of Drumheller.

PART IV: RIGHT TO INFORMATION

On a request pursuant to Part V of this bylaw, provided the Applicant pays the applicable fess as set out in the Fees Schedule of the Town of Drumheller and/or the Freedom of Information and Protection of Privacy Act, each Applicant has a right to:

- a) access a record that is in the custody and/or control of the Town;
- b) view a record that is in the custody and/or control of the Town;
- c) request copies of a record that is in the custody and/or control of the Town;
- d) request corrections to personal information maintained by the Town; and
- e) receive a copy of a record maintained by the Town in a format that is reasonably available, unless the record is exempt information pursuant to this bylaw.

PART V: REQUESTS AND FEES

There are two types of requests for information: Formal Requests and Informal Requests.

INFORMAL REQUESTS:

1. If the requested information may be obtained by and Informal Request, any individual may request information by telephoning, writing or by visiting (in person), the department, or office where the record is kept, and sufficient detail must be provided in the description to identify the record required and subject to the fee set out in the Town's Fees Schedule.

FORMAL REQUESTS:

1. If the requested information must be obtained by a Formal Request, the Applicant will be required to complete a "Request for Access to Information" form as prescribed in Schedule A, which must be accompanied by the initial FOIP request fee.
2. Any Applicant who believes there is an error or omission in their own personal information held by the municipality, may request a change to the personal information by completing a "Request for Correction of Personal Information" form as prescribed in Schedule B.
3. Any Applicant has the right to request information relating to a person, group, or organization other than the Applicant or the Town by completing a "Request for Third Party Information" form as prescribed in Schedule C subject to the initial FOIP request fee.
4. Any Applicant may request access, for research or statistical purposes to personal information found in the Town's records covered by the Freedom of Information and Protection of Privacy Act. If this request is approved by the

Town of Drumheller, prior to obtaining access to records containing personal information, the Applicant will be asked to sign a legal agreement that ensures that individual's privacy will be protected when the information is in the Applicant's custody as prescribed in Schedule D.

5. All Formal Requests to access records held by the municipality shall be reviewed to determine whether a fee is to be charged. If the information being requested is personal information there will be no fee charged. If the information being requested is general information there shall be an initial FOIP Requests Fee.
6. Where an estimate is provided to an application in accordance with Section 93(3) of the Act, the Applicant shall be provided with a detailed estimate setting out: the time and costs required to search, locate and retrieve the record; the time and costs of preparing the record for disclosure; the costs to copy the record; any computer time involved in locating and copying a record or re-programming to create a new record; supervision costs when an applicant wishes to examine the original record, when applicable; and any costs for shipping records or copies of records.
7. An estimate for access to a record of the personal information of the Applicant would only include the cost of copying the record.
8. In the case of continuing requests, the estimate shall include the total fees payable over the course of the continuing request.
9. If the fee estimate is over \$150.00, a minimum of 50% shall be paid in advance of the request being processed. The Applicant shall agree in writing that the balance of any fee owing shall be paid prior to the records being disclosed to the Applicant.
10. If the fee estimate is too high, provision shall be made for making a refund to the Applicant. If a fee estimate is too low, the Town shall request additional fees from an Applicant.
11. All Formal Requests will be reviewed to determine the amount of fee to be charged in accordance with the Freedom of Information and Protection of Privacy Act fee schedule. The information requested will be identified and tracked by the Town's Freedom of Information and Protection of Privacy Coordinator.
12. Any questions or concerns regarding the release or access to information held by the Town or, an agent acting on behalf of the Town, or completion of a request form, may be direct to the Town's Freedom of Information and Protection of Privacy Coordinator.

PART VI: RESPONSE TO REQUESTS

1. If an employee determines that the request for information is a Formal Request, then the employee shall require the Applicant to complete a "Request for Access to Information" form as prescribed in Schedule A. The Applicant shall consult with the Freedom of Information and Protection of Privacy Coordinator if any clarification is required regarding the information being requested.
2. Provided the record requested is not for exempt information, and if an employee is able to access the record, within 30 days the Applicant will be:
 - a) provided with a written estimate of any fees that will be charged;
 - b) allowed to view the record; and
 - c) if the record is reasonably capable of being copied, provided with a copy of the record requested, subject to payment of the applicable fee.
3. If the requested record cannot reasonably be accessed within 30 calendar days of the date of receipt of the request, the Applicant must be told where, when and how a copy of the record will be provided.
4. Pursuant to Section 14(1) of the Freedom of Information and Protection of Privacy Act, the head of a public body may extend the time for responding to a request up to 30 days or, with the Information Privacy Commissioner's permission for a longer period.
5. If the application is refused, the Town shall provide the Applicant with:
 - a) written notification as to the reasons for the refusal and the provision on which the refusal is based.
 - b) the name, title, business address and business telephone number of an officer or the Freedom of Information and Protection of Privacy Coordinator who can answer any questions the Applicant may have about the refusal.
 - c) the name and address of the Information and Privacy Commissioner, who upon request of the Applicant, may review any decision the Town makes in relation to a request.

Notwithstanding the foregoing, the Freedom of Information and Protection of Privacy Coordinator may refuse to confirm or deny the existence of a record containing information described in Section 17 to Section 19 of the Freedom of Information and Protection of Privacy Act or a record containing personal information about a third party if disclosing the existence of the information would be an unreasonable invasion of the third party's personal privacy.

6. The Town must respond in writing within 30 days of receiving a "Request for Correction of Personal Information" form stating:

- a) a correction has been made; or
 - b) an annotation or linkage has been attached to the information linking the information with the correction that was requested and not made.
- 7. Applicants may be:
 - a) refused on the basis that:
 - (i) the request did not meet the requirements as set out in this Bylaw or the Freedom of Information and Protection of Privacy Act.
 - (ii) the information requested is exempt information:
 - (iii) for any other reason provided for in the Freedom of Information and Protection of Privacy Act.
- 8. At any time, if information requested is scheduled for destruction under the Retention and Disposition of Inactive Records Policy, a copy of the written request, initialed by the Town Manager, must be given to the Records Management Coordinator, who on receipt of the written request must delay the destruction of that information, until such time as the request has been granted or refused.

PART VII: EXEMPT INFORMATION

- 1. Exempt information is information
 - a) which may:
 - (i) be an unreasonable invasion of personal privacy;
 - (ii) cause financial harm;
 - (iii) threaten anyone else's safety or mental or physical health;
 - (iv) interfere with public safety; or
 - (v) harm law enforcement efforts.
 - b) which is otherwise information which the Freedom of Information and Protection of Privacy Coordinator may refuse or be required to refuse to disclose pursuant to the provisions of the Freedom of Information and Protection of Privacy Act.
- 2. Advice or information given and deliberations or directions made at a private meeting of Council, or a private meeting of a Council Committee, draft reports, draft resolutions, or draft bylaws or other legal instruments unless they have been considered at a Council or Committee meeting open to the public or unless the record has been in existence for fifteen (15) years or more, are Exempt Information.

PART VIII: REQUESTING A REVIEW BY THE INFORMATION PRIVACY COMMISSIONER

1. Under Section 65(1) of the Freedom of Information and Protection of Privacy Act, the Applicant who made a Formal Request has the right to ask the Information and Privacy Commissioner to review any decision, act or failure to act by the Town by completing the "Request for Review" form as prescribed in Schedule E.
2. Third parties, who have been notified of a decision to give access to information in records that might harm their personal privacy or their business interests, also have a right to ask the Commissioner to review any decision the Town makes in relation to that request before any records or parts of records are disclosed as per Section 65(2) of the Freedom of Information and Protection of Privacy Act.
3. A relative of a deceased individual may ask the Commissioner to review a decision of the Town under Section 40(1)(cc) of the Freedom of Information and Protection of Privacy Act not to disclose personal information about the deceased individual as per Section 65(4) of the Freedom of Information and Protection of Privacy Act.

Effective Date This Bylaw takes effect on the date of the third and final reading.

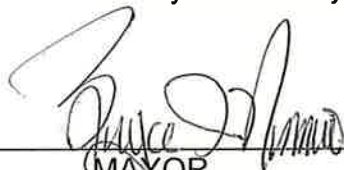
Where a request for information was given and not disposed of before the coming into force of this Bylaw, the request is deemed to be a request made on the date of the third and final reading, under the provisions of the Act.

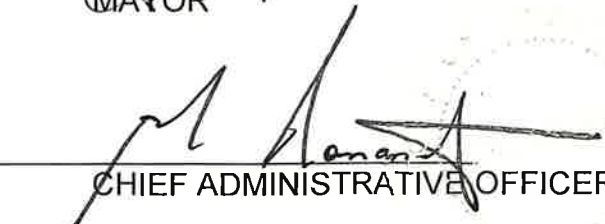
This Bylaw shall repeal Bylaw 16-99 and Bylaw 22-99 of the Town of Drumheller.

READ A FIRST TIME this 19th day of January 2009

READ A SECOND TIME this 19th day of January 2009

READ A THIRD AND FINAL TIME this 19th day of January 2009


MAYOR


CHIEF ADMINISTRATIVE OFFICER

Schedule A

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR ACCESS TO INFORMATION**

ABOUT YOUR REQUEST

1. This is a request for: (Please check one)
- ☐ General information ☐ My own personal information ☐ Personal information for another person
(attach original proof of authority to act for the person)

2. From:

Which Public Body are you asking for information? (Please fill in the name of Department, Agency, Board or Commission).

APPLICANT

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss Last Name First Name

Company name (if applicable)

Mailing Address

City or Town

Province

Postal code

Telephone (home)

Telephone (work)

Fax/E-mail Address

INFORMATION REQUESTED

3. ☐ I would like to receive a copy of the original record ☐ I would like to examine the original record
- ☐ Both
- ☐ I will pick up the information when ready ☐ I would like the information mailed to me when ready

A. Please describe in as much detail as you can, the information or records to which you want access. If you want access to personal information, be sure to provide all your previous names. If you need more space please attach a piece of paper to this request form.

B. What is the time period of the records? Please give specific dates. (See reverse for details.)

I certify the information I have provided is true and correct to my knowledge.

Applicant's Signature:

Date:

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request. A fee may be charged for providing the information requested.

☐ FEE CHARGED \$ _____

For Public Body use only

DATE RECEIVED

☐ Approved ☐ Refused

REQUEST NO. _____

How to complete the form

You can access information in many public body records without making a request under the FOIP Act. To determine whether you need to make a request under the FOIP Act or if you need help completing the form, contact the FOIP Coordinator of the organization to whom you are making the request.

About you

Check the title by which you prefer to be addressed and enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter you complete mailing address and you daytime and evening telephone numbers. The public body may need to contact you if they have any questions about your request. If you have a fax number or an E-mail address where correspondence can be sent, enter them in the spaces provided.

About your request

If you need help to find out what records an organization has, please consult the *Alberta Directory of Records*.

1. What kind of information are you requesting? Indicate whether you are requesting general or personal information.

General information: If you are making a request for general information, there will be an initial fee of \$25. You will be provided with an estimate of how much your request will cost before processing begins. If the total cost of processing your request is more than \$150, you are asked to pay a 50% deposit. The records are provided when the fee is paid in full.

Personal information: If you are requesting records containing your personal information, you will have to provide proof of your identity before the records are released to you. If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person. For example, you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person. There is no fee for accessing personal information unless the cost of producing copies is more than \$10. In these cases, you will be notified of the fee.

If you are making a continuing request (the same request processed repeatedly at pre-determined time intervals over a period of up to 2 years), you should contact the FOIP Coordinator of the appropriate public body. The initial fee is \$50 and you must pay any additional costs as the information becomes available.

2. Enter the name of the public body that you believe has the records that you want to access.
3. Do you want to either receive a copy of the record or examine the record? Check the appropriate box.

About the information you want to access

- A. What information are you requesting? Please be as specific as possible in describing the records. The more specific your request the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you are requesting your own personal information, please be sure that you give:

- ◆ your full name;
- ◆ any other names that you have used on the records; and
- ◆ any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you are requesting another person's information, please give:

- ◆ the person's full name;
- ◆ any other name that person may have used previously; and
- ◆ any identifying numbers for the person if you know them.

If you are requesting records for another person, you will have to provide proof that you have the authority to act for that person.

- B. Enter the time period of the requested records. For example, if you are requesting records for the period January 1, 1993 to August 31, 1994, enter those dates in the space provided. If you want records from August 1996 to present, enter "August, 1996 to present."

Your signature

Sign and date the application and send it to the FOIP Coordinator of the appropriate organization. If you are not sure of where to send the form, please consult the *Alberta Directory of Records*.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR CORRECTION OF PERSONAL INFORMATION**

ABOUT YOUR REQUEST

1. This is my request for correction to: (Please check one)

- ☐ My own personal information ☐ Personal information for another person (attach original proof of authority to act for the person)

2. FROM:

Which Public Body are you asking for information? (Please fill in the name of Department, Agency, Board or Commission)

APPLICANT

☐ Mr. ☐ Ms. ☐ Mrs. ☐ Miss Last Name First Name

Company name (if applicable)

Mailing Address

City or Town

Province

Postal code

Telephone (home)

Telephone (work)

Fax/E-mail Address

INFORMATION REQUESTED FOR CORRECTION

A. Please describe in as much detail as possible, the records you wish to have corrected. Be sure to provide the last name appearing on the records if it is different from the name given above. If you need more space, please use the back of this form.

B. What correction do you want to make and what is the reason for it. Please attach any supporting documentation.

I certify the information I have provided is true and correct to my knowledge

Applicant's Signature:

Date:

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used to respond to your request.

For Public Body Use only
DATE RECEIVED

☐ Approved

☐ Refused

REQUEST NO. _____

How to complete the form

You can correct information in many public body records without making a request under the FOIP Act. To determine whether you need to make a request under the FOIP Act or if you need help completing the form, contact the FOIP Coordinator of the organization to whom you are making the request.

About you

Check the title by which you prefer to be addressed and enter your last name and first name. Then enter the name of the company or organization that you are representing, if applicable. Enter your complete mailing address and your daytime and evening telephone numbers. The public body may need to contact you if they have any questions about your request. If you have a fax number or an E-mail address where correspondence can be sent, enter them in the spaces provided.

About your request

1. Whose information do you want to correct? Indicate whether you want your personal information or another person's information to be corrected.

Your personal information: if you want your records to be corrected, you will have to provide proof of your identity.

Another person's information: If you want the records of another person to be corrected, you will have to provide proof that you have the authority to act for that person. For example you might provide proof that you are the person's guardian or trustee or that you have power of attorney for the person.

2. Enter the name of the public body that you believe has the records that you want to correct.

About the information you want to correct

- A. What records contain the information that you want corrected? Please be as

specific as possible in describing the records. The more specific your request the quicker and more accurately it can be answered. If you need more space, please continue your description on a separate sheet of paper and attach it to this request form.

If you want a correction made to your own personal information, please be sure that you give:

- ◆ your full name;
- ◆ any other names that you have used on the records; and
- ◆ any identifying number that relates to the records, such as your employee number, case number or other identification number.

If you want information corrected to another person's information, please give:

- ◆ the person's full name;
- ◆ any other name that person may have used on the records; and
- ◆ any identifying numbers for the person if you know them.

- B. What corrections do you want made? What is incorrect about the information that is currently on the record? Please be specific.

Your signature

Sign and date the application and send it to the FOIP Coordinator of the appropriate organization. If you are not sure of where to send the form, please consult the *Alberta Directory of Records*.

Schedule C

Request for Third Party Information

Request for Third Party Information	
To: Freedom of Information and Privacy Co-ordinator 703 2 nd Avenue West Drumheller, Alberta T0J 0Y3	DATE: _____
Information Specifics:	
Whole File explain: _____	
Part File _____	
Specific Item _____	
I hereby grant access to the above noted information to the following person(s) or organization(s). I understand that as the first party to this information, I have the ability to waive confidentiality for the above-mentioned information to the aforesaid named organization(s) or person(s) and that the named organization(s)/person(s) are responsible for information fees.	
Organization requesting information Address _____ _____ _____	
Signature – First Party _____	Printed Name – First Party _____
The signature of the THIRD PARTY hereby denotes acceptance of the aforementioned conditions.	
Signature – Third Party _____	Printed Name – Third Party _____

Schedule D

TOWN OF DRUMHELLER
AGREEMENT
FOR
ACCESS TO PERSONAL INFORMATION
FOR
RESEARCH OR STATISTICAL PURPOSES

This agreement is used once a proposal to access personal information for research or statistical purposes has been approved. Once the researcher has signed this form and the terms and conditions of access have been approved by the Town of Drumheller, it becomes a legal agreement between the researcher and the Town of Drumheller. The application must be appended to this agreement and forms part of the legal agreement.

The collection of the information on this form is authorized by the Act and will be used only to administer the research project. {Name of contact, title, name of public body, business address, and telephone number can answer any questions concerning this agreement or the collection of the information on this form.

Identification of Researcher

Name (last name/first name/initials) _____

Address: _____

Telephone: _____

Fax: _____

Internet ID: _____

Please provide the following additional information if applicable:

Institutional, Society or Corporate Affiliation: _____
(include department if relevant)

Position: _____

Academic Advisor (if student): _____

Description of Research Project

The research project that the accessed records will be used for is hereafter referred to as

Details of the purpose of the research, how the information will be used, and linkages that will be done are included in the Proposal for Access to Personal Information for Research or Statistical Purposes which is appended to this agreement and is part of this legal agreement.

Records Requested (Use additional sheets as required)

Only those records requested in the Proposal for Access to Personal Information for Research or Statistical Purposes, appended to this application will be provided ("these records"). Any changes or additions to the list must be made in writing and will require approval from the Town of Drumheller. Clarification of the records to be accessed is shown below if required.

In the event that there is a difference between the records requested above and the records requested on the Proposal for Access to Personal Information for Research or Statistical Purposes, the information in this agreement governs the agreement.

Fee

I understand that I am responsible for paying any fees incurred to search for, copy and or provide the requested records.

The estimated fee is _____.

I understand that this estimate may be revised at any time by the Town of Drumheller and any revision will be made in writing.

Terms and Conditions of Access

I understand and will abide by the following terms and conditions:

Security

- 1) I understand that I am responsible for maintaining the security and confidentiality of all personal information found in or taken from these records.
- 2) Apart from myself, **only** the following persons will have access to this personal information in a form, which identifies or could be used to identify the individual(s) to whom it relates:

Before any personal information is disclosed to these persons, I will obtain a written agreement from each of them to ensure that they will not disclose that information to any other person and that they will be bound by all terms and conditions of the present agreement. I will keep a copy of each such agreement and will provide the Town of Drumheller with a photocopy.

- 3) None of these records (including copies of them or notes containing personal information taken from them) will be left unattended at any time, except under the conditions described in Paragraphs 4, 5 and 6, below. If I am using these records on the premises of the Town of Drumheller, I will comply with the Town of Drumheller's security procedures.
- 4) Any copies of the requested records and any notes which contain personal information taken from them will be kept at the following address(es):

_____	_____
_____	_____
_____	_____
_____	_____

No records will be removed from the above premises without the prior written consent of the Town of Drumheller.

- 5) Physical security at the above premises will be maintained by ensuring that the premises are securely locked, except when one or more individuals named in Paragraph 1 are present, as well as by the following additional measures (e.g., locked filing cabinet):

- 6) Individually identifiable information from the requested records will be maintained on a computer system to which users other than those listed in Paragraph 1 have access.

Yes _____ No _____

If yes, access to the information will be restricted through the use of passwords and by other computer security measures that prevent unauthorized access, and trace such unauthorized access, including the following methods.

- 7) The Town of Drumheller will be permitted to carry out on-site visits and such other inspections or investigations that it deems necessary to ensure compliance with the conditions of this agreement.

Use of Personal Information

- 8) Personal information contained in the records which are requested in this application will not be used or disclosed for any purpose other than the research project described in this application (including additional linkages between sources of personal information), nor for any subsequent purpose, without the express written permission of the Town of Drumheller.
- 9) Papers or any other works which describe the results of the research undertaken will be written and/or presented in such a way that no individuals in the requested records can be identified and no linkages can be made between any personal information found in the requested records and personal information that is publicly available from other sources. There will be no exceptions to this rule without prior and specific written permission from the Town of Drumheller.
- 10) Any case file numbers or other individual identifiers to be recorded on computer will be created by myself or one of the persons listed in Paragraph 1 and will not relate to any real case numbers found in the records. Any such identifiers are to be used for statistical purposes only.
- 11) No case file numbers or other individual identifiers assigned for the purposes of the research project will appear in any other work.
- 12) No personal information which identifies or could be used to identify the individual(s) to whom it relates will be transmitted by means of any telecommunications device, including telephone, fax or modem.
- 13) Unless expressly authorized in writing by the Town of Drumheller, no direct or indirect contact will be made with the individuals to whom the personal information relates.
- 14) Individual identifiers associated with the records described in this application and agreement, or contained in copies of them, will be removed or destroyed at the earliest time at which removal or destruction can be accomplished consistent with the research purpose. At the latest this will occur by:

_____/_____/_____
year month day

An extension to this time limit must be approved in writing by the Town of Drumheller. The removal of individual identifiers will be done in a manner that ensures that remaining personal information (including any found in research notes) cannot be used to identify the individual to whom it relates. **If necessary, this will be done by destroying copies of requested records or pages of notes in their entirety.** All destruction or removal of individual identifiers will be confidential and complete in order to prevent access by any unauthorized persons.

- 15) I understand that I am responsible for ensuring complete compliance with these terms and conditions. In the event that I become aware of a breach of any of the conditions of this agreement, I will immediately notify the Town of Drumheller in writing.
- 16) I understand that the *Freedom of Information and Protection of Privacy Act* specifies that a person who under the Act wilfully violates the Act's requirements for collection, and use and disclosure of personal information is guilty of an offence and liable to a fine of up to \$10,000. In addition to liability for an offence, I understand the Town of Drumheller may take legal action against me if there is a contravention of the terms and conditions of this agreement.
- 17) Written consent of the Town of Drumheller must be obtained prior to the transfer of this agreement to another person or a change in the use of the information is implemented. Consent may be arbitrarily withheld in the sole discretion of the Town of Drumheller.
- 18) The Town of Drumheller will receive a copy of the final research product.

Signed at _____, this _____ day of _____.

Signature of Researcher

Signature of Witness

Name and Position of Witness

FOR PUBLIC BODY USE ONLY

The terms and conditions of this agreement are hereby approved. The Town of Drumheller reserves the right to withdraw access to records without prior notice if this becomes necessary under the Act.

The expiry date for access to the records listed in this application and agreement is:

____/____/____
year month day

Signature

Position

Date

Schedule E

TO: Information and Privacy Commissioner
Suite 410, 9925 – 109 Street
Edmonton, Alberta
T5K 2J8

Please Print

My Name Is:

My Mailing Address Is:

A telephone number where I can
be reached during the day is:

On _____ I applied for information from the following source:
Date

OR:

On _____ I asked to have my information corrected by the following source:
Date

OR:

On _____ I was told by that information about me is going to be
disclosed by the following source:
Date

OR:

I am concerned about the following:

AND:

I am requesting a review by the Commissioner because:

(it would be helpful if you attach a copy of any correspondence you have received from the source you referred to.)

Signature

Date

If you have any questions,
please call (403)422-6860

Date Stamp Information and Privacy Commission

**Schedule F
Request Summary**

