

Access to Information and Protection of Privacy Policy

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<i>Policy Number</i>	PMP-02
<i>Topic</i>	Privacy Management Program
<i>Authority</i>	Board
<i>Related Documents</i>	Access to Information Act Protection of Privacy Act Privacy Management Program Policy PMP-01

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The Regional Municipality of Wood Buffalo Library Board (WBRL) is committed to ensuring the right of access to records under its custody or control, and to protecting personal information in its care, in accordance with the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

WBRL will establish and maintain a comprehensive Privacy Management Program to ensure compliance with legislative requirements and to support transparency, accountability, and responsible information management.

**Scope**

This policy applies to all records in the custody or under the control of WBRL, including physical and electronic records, and to all employees, contractors, and Board members.

**Access to Information**

WBRL will provide a right of access to records in accordance with ATIA, subject to limited and specific exceptions.

The Library will:

- Respond to access requests within legislated timelines
- Make every reasonable effort to assist applicants
- Provide access in an accurate, complete, and timely manner
- Maintain appropriate documentation of request handling

**Protection of Privacy**

WBRL will protect personal information by ensuring it is:

- Collected only as authorized and necessary
- Used and disclosed only for the purposes for which it was collected or as permitted by law
- Protected through appropriate administrative, technical, and physical safeguards
- Retained and disposed of in accordance with approved records management practices

WBRL will notify affected individuals and the appropriate regulatory authorities in the event of a privacy breach where there is a real risk of significant harm.

## Roles and Responsibilities

The Library Director is designated as the Head of the public body under ATIA and POPA and is accountable for overall compliance.

The Privacy Officer / Access to Information Coordinator is responsible for:

- Managing access to information requests
- Overseeing privacy compliance
- Coordinating breach response and reporting
- Providing guidance and training to staff

All staff are responsible for complying with this policy and related procedures.

## Fees

WBRL adopts the fee schedule established under the Access to Information Act Regulation.

## Contact Information

The Privacy Officer/Access to Information Coordination can be contacted at [privacy@wbrl.ca](mailto:privacy@wbrl.ca).

## **History**

*Created: 1999.*

*Revised: November 18, 2020, May 27, 2026*

