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*Effective Date: 01/01/04*

*Revised Date*

## **POLICY**

The Board of Directors of Central Alberta REA appointed a Privacy Officer and directed a review of the organization's compliance with the *Personal Information Protection Act*. It has now considered staff's report and the actions taken by staff to ensure that Central Alberta REA has effective procedures for compliance with the privacy law.

The Board believes that privacy is good business. People value privacy in their business dealings with Central Alberta REA. Central Alberta REA has provided and will continue to provide a high standard of privacy protection to its members, employees, and others whose private information is collected, used and disclosed by Central Alberta REA in the course of its business. Doing so will help Central Alberta REA achieve its goal of providing safe and effective electrical service to members.

The Board adopts the Privacy Code found in the Privacy Compliance Manual. It adopts the principle of "need to know" – only those who need the information to do their jobs will have access to it. It adopts the principle that priority for privacy protection is given to health and welfare of people, their personal financial information, and their confidential business information.

The Board directs staff to continue to operate Central Alberta REA as a "confidential business environment." Employee orientation and training shall be provided to ensure staff is able to build and maintain that confidentiality. Members shall be advised of Central Alberta REA's compliance with the law.

The Board has reviewed the current state of information technology security used by Central Alberta REA. The Privacy Officer shall direct information technology staff to continue to review what technology is available, and what is reasonable to apply in the business circumstances of Central Alberta REA.

The Board recognizes that private sector privacy law is an evolving area. It directs the Privacy Officer to

1. Implement by an audit procedure for assessing the organization's compliance with its current practices

2. Report to the Board at least yearly on
- a) the state of Central Alberta REA's compliance with the law
  - b) the number of requests for access, correction and complaints during the year
  - c) recommendations for changes in policies and practices
  - d) resources needed for privacy compliance.

Dated at \_\_\_\_\_ Alberta this \_\_\_\_ day of \_\_\_\_\_ 200\_.

Central Alberta REA Board of Directors

Per: \_\_\_\_\_  
(print)

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(signature)