



Board Policy

POLICY CATEGORY:	Organizational Performance
POLICY FOCUS:	3.2 Personal Information Management
DATE OF POLICY:	June 2024

Policy Statements

- 3.2.1** The Board recognizes that the *Freedom of Information and Protection of Privacy Act* (FIPPA) requires that the collection, use, retention and disclosure of personal information (as defined in Schedule 1 of FIPPA), including that of Registrants and AIBC employees, be appropriately managed.
- 3.2.2** The Board respects an individual's rights to privacy and to protection of their personal information and is committed to ensuring compliance with applicable privacy and freedom of information legislation.
- 3.2.3** The Board recognizes that AIBC staff and volunteers are recipients of private, confidential, and sensitive information in the course of their work with the AIBC.
- 3.2.4** The Board recognizes that the *Professional Governance Act* and AIBC Bylaws include requirements for disclosure of Registrant information on the public Register.

Accordingly, the Chief Executive Officer will ensure that:

- 3.2.5** The AIBC has clearly articulated operational policies, procedures, and guidelines governing the collection, disclosure, safekeeping, retention, and disposition of all pertinent records over which the AIBC has jurisdiction in compliance with both federal and provincial legislation governing the freedom of information and protection of privacy, Bylaws and policies.
- 3.2.6** The policies, procedures, and guidelines are readily available to all staff, Registrants, volunteers, and members of the public as appropriate.
- 3.2.7** Staff and volunteers are advised of the importance of privacy and confidentiality issues to the AIBC, its Registrants, and the public interest, and agree to comply with and undertake to support the implementation of the AIBC's privacy management program policies, procedures, and guidelines.

Revision and Approval Log

June 11, 2024	Approved by AIBC Board