
AFA Privacy Management Policy

Policy Statement

The Alberta Foundation for the Arts (AFA) is committed to protecting the privacy of individuals who interact with the AFA in accordance with the standards set out in the *Protection of Privacy Act (POPA)* and the *Access to Information Act (ATIA)*. In compliance with these legislative requirements, the AFA will:

- Protect Personal Information by making reasonable security arrangements against such risks as unauthorized access, use, disclosure or destruction.
- Honour the right of individuals to access any records in the Custody or under the Control of the AFA including a record containing Personal Information about themselves subject to specific limited exception as established by *POPA* and *ATIA*.

Policy Objectives

- To ensure that the AFA collects, uses, discloses, protects, disposes of, and where appropriate, preserves information gathered and generated in the course of operating their programs and activities in a manner that is consistent with *POPA* and associated regulations including all relevant provincial and federal legislation.
- To facilitate routine access to and active dissemination of recorded information of the AFA in accordance with *ATIA* and AFA policies and procedures.

Governance

The Alberta Foundation for the Arts Board of Directors holds overall governance for the policy and provides oversight for the implementation of the policy to ensure alignment with legislative requirements and collective achievement of the policy objectives.

Application

This policy applies to Personal Information as defined by the *Protection of Privacy Act* in the custody or control of the Alberta Foundation for the Arts, including all AFA employees, Board Members and contractors.

The AFA protects the privacy of individuals by:

- Collecting only relevant information.
- Using information only for the purpose(s) for which it was collected, or a use consistent with that purpose.
- Making reasonable efforts to ensure information used in decision-making is accurate.
- Making reasonable efforts to remove irrelevant information from files.
- Ensuring reasonable security measures are taken to protect personal information, data derived from personal information, and non-personal data.

- When appropriate or required, completing a privacy impact assessment of a new, or substantial change to an existing, administrative practice, program, project or service that will involve the collection, use or disclosure of personal information.
- Disclosing information only when authorized in accordance with ATIA.

Definitions

- Personal Information/Personal Data – Information about an identifiable individual including name, home address, personal phone number, personal email address, social insurance number, gender, race, ethnicity, nationality, religion, political beliefs, income and family status.
- Custody – Having physical or digital possession of a record that is related to the Alberta Foundation for the Arts operations and administration.
- Control – Having the power to authority to manage, restrict, regulate or administer the use of disclosure of a record.
- Privacy Incident – the unauthorized access, collection, use, disclosure, destruction or loss of personal information.

Policy Approved: June 12, 2026

Next Review: June 2029