**Municipal Information and Privacy Policy**

The policy provides information about our compliance with the *Access to Information and Protection of Privacy Act, 2015 (ATIPPA)* and our commitment to providing access to public documents.

**Accessing Information**

*[Insert name of municipality]* is committed to providing up to date, accurate and transparent information about its decisions. The following documents are considered ‘public documents’ and can be viewed at the town office upon request:

* Adopted Minutes
* The Assessment Roll
* Regulations
* The Municipal Plan
* Opened Public Tenders
* Financial Statements
* Auditor’s Reports
* Adopted Budgets
* Contracts
* Orders
* Permits
* Any documents tabled at a public council meeting

If the information you are looking for is not listed, you may need to make an access to information request.

You can contact us at:

*[Insert contact information]*

**Collection, use and disclosure of personal information**

Personal information means *recorded* information about an *identifiable* individual, including the individual's name, address or telephone number. The full definition of personal information can be found in section 2(u) of *ATIPPA*.

We may collect and retain personal information for a number of reasons. Examples include:

* Permit applications
* To communicate with you about our services
* To collect taxes
* To communicate any changes or disruptions in services

Any personal information will be collected in compliance with *ATIPPA.* Information will only be used for the intended purpose, a related purpose, or another use authorized by *ATIPPA*. This information will not be disclosed to other public bodies or individuals except as authorized by *ATIPPA*.

You should be aware that under these guidelines, personal information you provide *may* be disclosed in the following documents:

* An access to information request, where the disclosure would not be an unreasonable invasion of privacy;
* Correspondence tabled at a public meeting; or
* Public documents (see full list above).

**If you do not wish to have your personal information disclosed in a public document or tabled at a public meeting, please indicate this in your correspondence. We will take your concerns into account but cannot guarantee the information will not be disclosed.**

**Security**

*[Insert name of municipality]* takes every precaution to protect your personal information, including making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure or disposal.

**Contact Information**

Please direct any questions regarding the collection, use and disclosure of your personal information to:

*[Insert contact information of your ATIPP Coordinator]*

**Privacy Complaint**

If believe your personal information has been inappropriately collected, used or disclosed, you may make a complaint to the Office of the Information and Privacy Commissioner:

Office of the Information and Privacy Commissioner

P.O. Box 13004, Station "A"
St. John’s, NL
A1B 3V8

Tel: (709) 729-6309
Fax: (709) 729-6500
Toll Free in Newfoundland and Labrador: 1-877-729-6309

e-mail: commissioner@oipc.nl.ca