

# TTC Corporate Policy Review - Policy 8.2.5 Freedom Of Information And Privacy

Meeting Date: August 27, 2008

Subject: TTC Corporate Policy Review - Policy 8.2.5 Freedom Of Information And Privacy

## **Recommendation**

It is recommended that the Commission approve TTC Corporate Policy 8.2.5 Freedom of Information and Privacy, which is attached as Appendix 'A'.

## **Background**

At its meeting of July 14, 2004, the Commission approved a motion to undertake a review of the TTC's Corporate Policy Manual.

## **Discussion**

The above process commenced at the Commission meeting of February 9, 2005. In accordance with this process, Policy 8.2.5 Freedom of Information and Privacy is submitted for Commission approval.

No changes have been made to the policy with the exception of some minor housekeeping revisions noted in Appendix 'B'.

July 24, 2008

1-16

Attachments: Appendix 'A'

Appendix 'B'

1.0 Responsibility

Assistant General Secretary

2.0 Purpose

2.1 To ensure the TTC provides access to information and safeguards personal information in accordance with formally approved procedures.

2.2 To ensure the TTC collects, uses and retains personal information in accordance the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

2.3 To ensure the TTC processes information requests and protects personal information in accordance with MFIPPA.

2.4 To ensure the Toronto Coach Terminal, TTC Insurance Company, Toronto Transit Consultants Limited, TTC Pension Fund Society and TTC Sick Benefit Association (collectively referred to as "TTC Affiliates") collects, uses and retains personal information in accordance with the Personal Information Protection and Electronics Document Act (PIPEDA) (federal).

2.5 To ensure that TTC Affiliates process information requests and protects personal information in accordance with PIPEDA.

### 3.0 Process

3.1 The General Secretary's Office maintains and staffs a Freedom of Information (FOI) Office where information requests and privacy matters are administered pursuant to legislative requirements.

3.2 The General Secretary prepares and distributes Privacy Statement/Guidelines for the TTC and TTC Affiliates to all general managers and their direct reports.

3.3 The General Secretary further delegates responsibility to the Assistant General Secretary and the Co-ordinator Records Management/Freedom of Information.

3.4 The general managers and their direct reports are responsible for ensuring that:

- all formal requests received under MFIPPA and/or PIPEDA are directed to the Co-ordinator Records Management/Freedom of Information for processing;
- All informal requests received outside of the Acts are processed in a manner consistent with established legislative standards;
- personal information/records are handled in accordance with established legislative standards and privacy principles.

3.5 The Privacy Statements/Guidelines contain:

- procedures for transmitting requests for information pursuant to MFIPPA of PIPEDA;
- principles for handling personal information/records to legislative standard;
- Principles for ensuring privacy in personal information;

- Procedures for the collection, use and retention of personal information collected by or on behalf of the TTC and/or the TTC Affiliates;

#### 4.0 References

- TTC Affiliates Privacy Statement/Guidelines

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