
PRIVACY COMPLIANCE

Description: Records made or received in processing requests and privacy complaints in accordance with the provisions of the *Access to Information and Protection of Privacy Act, 2015* and other applicable privacy legislation. Privacy compliance records may include privacy incident reports, privacy consultations, privacy breach reports, privacy complaints and risk assessments such as Privacy Compliance Checklists and Privacy Impact Assessments.

Filing Guidelines: *Files documenting significant or precedent setting advice or substantive issues will be selected for permanent retention in the IAP office.

MUNCLASS Function:	Information Management and Technology (IN)
Responsible Unit(s):	Information Access and Privacy Office, Office of the Chief Information Officer
Retention:	Current calendar year file closed + 6 years; Superseded/Obsolete for risk assessments (Privacy Compliance Checklist, Privacy Impact Assessment).
Disposition:	Destroy*
Media:	Paper and/or electronic
Authority:	Access to Information and Protection of Privacy Act, 2015 , Anticipated Operational Use
Security Classification:	Confidentiality: Highly Sensitive – Integrity: High – Availability: Low
Personal Information Bank:	No