

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW NO. 3543**

A bylaw to adopt a Corporate Privacy Policy for the Town of Tillsonburg

WHEREAS The Town is desirous of adopting a privacy policy to govern how the Town of Tillsonburg collects and uses personal information.


THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. THAT Schedule A attached hereto forms part of this by-law.
2. THAT the Mayor and Clerk be and are hereby authorized to execute the attached policy marked as "Schedule A" on behalf of the Corporation of the Town of Tillsonburg.

READ A FIRST AND SECOND TIME THIS 26th DAY OF September, 2011.

READ A THIRD AND FINAL TIME AND PASSED THIS 11<sup>th</sup> DAY OF Oct 2011.

  
\_\_\_\_\_  
Mayor - John Lessif

  
\_\_\_\_\_  
Clerk - Donna Hemeryck

## **Corporate Privacy Policy**

The purpose of this policy is to inform the public how the Town of Tillsonburg collects and uses personal information.

The Corporation of the Town of Tillsonburg shall respect the privacy of the public. The Town's goal is to protect your information in all the ways the Town interacts with all clients. Be it at municipal offices, on the phone, at work locations, through mail correspondence and on the internet. All Municipal employees shall adhere to strict policies that protect the confidentiality of any personally identifiable information.

### **Definition of Personal Information**

For the purpose of this policy "personal information" means any information relating to an identified or identifiable individual. This can include a name, address, telephone number, email address and other identifiable information.

### **Collecting Personal Information**

The Town of Tillsonburg and/or its agents may request personal information from any person in order to provide requested specialized services.

### **Collecting Personal Information on the Internet**

When interacting with the Town's main website ([www.tillsonburg.ca](http://www.tillsonburg.ca)) or other related sites, you may be asked to provide personal information in order to provide requested specialized services. The Town does not collect personally identifiable information on individual users and associate them with IP addresses.

### **Use of Personal Information**

The Town and/or its agents will only use personal information for the express purpose it was collected for in the first place (e.g. to fulfill an information request, or process a payment). We endeavor to ensure that the Town collects only the minimum amount of information needed.

The Town does not sell, rent or share collected personal information to any outside company or organization, except if required to do so by law.

## **Protection of Personal Information**

The Town of Tillsonburg takes all reasonable steps to ensure that any collected personal information is secure and protected at all times.

## **Freedom of Information (FOI)**

The Town of Tillsonburg endeavors to make its information accessible to the public. Some records however contain information that is either privileged or of a personal nature. The *Municipal Freedom of Information and Protection of Privacy Act* compels the municipality to review such documents prior to their disclosure. Request to access such records requires a written request.

## **Additional Information**

For additional information regarding this policy, please contact the Director of Development and Communication Services, (519) 688-3009 ext 3230.

The Corporation of the Town of Tillsonburg  
200 Broadway, 2<sup>nd</sup> Floor  
Tillsonburg, Ontario  
N4G 5A7

Fax: (519) 842-9431