



COUNTY OF NORTHERN LIGHTS

POLICY

PRIVACY OF EMPLOYEE PERSONAL INFORMATION

CREATED: 2/9/2025

REVISED:

TOTAL PAGES: 3

During your tenure with County of Northern Lights (the Company), we collect, use and may disclose your personal information. When you join the Company, you give us information about yourself for payroll, benefits and emergency purposes. The Company is responsible for ensuring that your personal information remains confidential throughout your employment with the Company.

COMPANY PRECAUTIONS

We recognize and respect your right to privacy. To maintain this right, the Company will:

- Only collect confidential information that's required for business, HR, tax and legal purposes and the reason for collection will be disclosed to you. Your confidential information won't be used for any other purpose.
- Take all reasonable precautions to ensure that the collected information is held securely and protected from disclosure.
- Restrict internal access to personal records to those having an authorized, business-related need-to-know reason to do so and take disciplinary measures when those with access to personal records violate this Policy.
- Maintain strict guidelines to secure your confidential information
- Not release your personal information to outside sources without your written approval, unless legally required to do so. Access to your personal records by third parties, including law enforcement and other governmental agencies, is only provided pursuant to statutory authority such as a court order or subpoena.
- Not, without your written permission, provide reference information about you beyond verifying dates of your employment or last position held. With your permission, we'll provide additional reference information concerning your general working habits, reason for termination or resignation, attendance record, salary verification, performance, and whether the Company would rehire you.
- Provide access to you to view your personal information, if you request it.
- Destroy personal information when it's no longer required in accordance with legislation.

WITHOUT YOUR CONSENT

The Company may use your personal information without your consent under particular circumstances. These situations may include:

- The Company is under obligation by law to disclose personal information in order to adhere to the requirements of an investigation.
- An emergency exists that threatens an individual's life, health, or personal security.
- The personal information is for in-house anonymous statistical study or research.
- The personal information is already publicly available.
- Disclosure is required to investigate a breach of contract.

PIPA

Personal Information Protection Act (PIPA) sets out the ground rules for how private-sector organizations collect, use or disclose personal information in the course of commercial activities in Alberta.

Policy

You're responsible for understanding and adhering to this Policy to ensure that Peace River Logging (the Company) is compliant with PIPA requirements by adhering to its 10 Principles as follows:



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Accountability

- The Company and Staff will comply with all 10 of the Principles.
- Personal information held by the Company or transferred to a third party for processing will be protected.

Identify Purpose for Collection

We'll identify the reasons for collecting personal information before or at the time of collection.

- Before or when any personal information is collected, we'll identify why it's needed and how it will be used.
- We'll document why the information is collected.
- We'll inform the individual from whom the information is collected why it's needed.
- If we identify any new purpose for the information, we'll obtain the individual's consent before using it.

Obtain Informed Consent

Consent is considered valid only if it's reasonable to expect that individuals to whom the Company's activities are directed would understand the nature, purpose and consequences of the collection, use or disclosure to which they're consenting.

We may collect personal information without an individual's knowledge or consent only as outlined as specific exceptions under PIPA.

- We'll specify what personal information we're collecting and why in a way that our customers can clearly understand.
- We'll inform the individual in a meaningful way of the purposes for the collection, use or disclosure of personal data.
- We'll obtain the individual's consent before or at the time of collection, as well as when a new use of their personal information is identified.

Limit Collection of Personal Information

- We won't collect personal information indiscriminately.
- We won't deceive or mislead individuals about the reasons for collecting personal information.

Limit Use, Disclosure, & Retention

- We'll use or disclose personal information only for the purpose for which it was collected, unless the individual consents, or the use or disclosure is authorized by PIPA.
- We'll keep personal information only as long as necessary to satisfy the purposes.
- We have guidelines and procedures in place for retaining and destroying personal information.
- We'll keep personal information used to make a decision about a person for a reasonable period.
- We'll destroy, erase or render anonymous any personal information that's no longer required for an identified purpose or a legal requirement.

Keep Personal Information Accurate

We'll make every effort to minimize the possibility of using incorrect information when making a decision about the individual or when disclosing information to third parties.

Safeguard Personal Information

- We'll protect personal information against loss or theft.



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- We'll safeguard the information from unauthorized access, disclosure, copying, use or modification.
- We'll protect personal information regardless of the format in which it's held.

Provide Access to Personal Information

With some specific exceptions outlined in PIPA, individuals have access to the confidential information the Company has about them.

- When requested, we'll inform individuals if we have any personal information about them.
- We'll explain how it is or has been used and provide a list of any organizations to which it has been disclosed.
- We'll give individuals access to their information.
- We'll correct or amend any personal information if its accuracy and completeness is challenged and found to be deficient.
- We'll provide a copy of the information requested, or reasons for not providing access, subject to exceptions set out in PIPA.
- We'll note any disagreement on the file and advise third parties where appropriate.

Provide Recourse

We'll promptly investigate all complaints received.

We'll take appropriate and reasonable measures to correct information handling practices.

Chief Elected Official

Chief Administrative Officer