

## PRIVACY LAW IN ALBERTA

Alberta's Personal Information Protection Act came into force on January 1, 2004. The Act was designed to protect the privacy interests of Albertans, and the Act requires that businesses take specific steps to protect the privacy interests of their employees and customers. Many businesses have already changed the manner in which they handle their employees' and customers' personal information in response to this legislation.

We recommend that you take a moment to review the following checklist to determine whether your organization has taken the steps necessary to comply with Alberta's privacy laws. Has your organization:

1. Appointed a privacy officer to be the contact for the public and employees when privacy issues arise?
2. Developed a privacy access and complaint handling process?
3. Trained employees regarding their obligations for protecting personal information about your customers and employees?
4. Developed and published a privacy policy?
5. Reviewed and revised your human resources policies to ensure the proper accuracy, storage, and disposal of employees personal information?
6. Developed adequate security measures to protect personal information, including information on site, with staff traveling for business, or in the custody of contractors?
7. Developed keep-and-destroy procedures so you can destroy personal information no longer required in a secure manner?
8. Revised business forms and websites to include proper consents to collect, use, and disclose personal information?
9. Revised your business contracts to limit your organization's exposure in the event that a third party mishandles personal information?

Parlee McLaws LLP would be pleased to assist you in your ongoing efforts to comply with Alberta's privacy legislation. Specifically, we can assist your organization in the following areas:

- developing privacy policies;
- reviewing practices used for handling personal information;
- developing an access and complaint handling process;
- reviewing and revising forms;
- creating notice or informational statements for employees and customers;
- reviewing and revising contracts;
- human resources issues relating to your organization's handling of employee's personal information.

**For more information, please contact any of the following members of our Labour and Employment Practice Group:**

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