

---

**EMPLOYEE PRIVACY POLICY**

<b>APPROVED:</b>	<b>MARCH 3, 2022</b>	<b>REVISED:</b>	

**PURPOSE**

The Township of Langley is committed to protecting personal information of current and former employees.

This policy outlines the practices the Township follows in collecting, using and disclosing personal information in its custody or control.

**SCOPE**

This policy applies to all Township employees, including applicants for employment.

**DEFINITIONS**

For the purpose of this policy:

**“Personal Information”** means information about an identifiable individual. This includes, for example, information about an individual’s address, finances, personal contact information, government identification, employment or health information. Personal Information does not include Contact Information.

**“Contact Information”** means an employee’s name, title, business address, business telephone, and business fax number or other business contact information.

**“Employee Personal Information”** means any type of Personal Information that is collected, used or disclosed solely for the purpose of establishing, managing or terminating employment. It does not include Personal Information unrelated to employment.

## **PURPOSES FOR COLLECTION, USE AND DISCLOSURE OF EMPLOYEE PERSONAL INFORMATION**

The Township collects Personal Information about employees under the authority of the Freedom of Information and Protection of Privacy Act and may collect use, and disclose Personal Information about employees for purposes including the following:

- Management of the application and interview process
- Administration of employee financial information, tax and other statutory remittances
- Administration of financial and salary reporting obligations
- Management of employee benefit plans
- Management of employee leaves of absence or accommodation
- Management of workers compensation claims
- Attendance management
- Management of health and safety programs
- Performance appraisals and performance management, including investigations or discipline
- Management of systems and equipment (including technological systems within the Township)
- Compliance with contractual obligations
- As set out in the policies of the Township
- Other purposes reasonably required to establish, manage, or terminate the employment relationship
- Other purposes required or authorized by applicable law

Employee Personal Information will only be used or disclosed by authorized Township employees and third-party service providers to fulfill the purpose for which the information was originally collected (or a use consistent with that purpose), for specific purposes if directed by the individual from whom the personal information is being collected, with the express consent of the individual or as otherwise required or authorized by law.

## **ACCURACY**

The Township will make every reasonable effort to ensure the accuracy of Employee Personal Information in its custody and control. Employees may request corrections of errors or omissions, subject to certain exceptions prescribed by law. It is the responsibility of the

employee to notify the Township immediately of any change in their Personal information which has previously been supplied to the Township.

## **SAFEGUARDING OF EMPLOYEE PERSONAL INFORMATION**

The Township will implement all reasonable security standards to ensure that the personal information that is in the Township's custody and/or control is secure, including appropriate physical and electronic security measures. The Township requires third-party service providers to implement adequate security controls to protect personal information.

Access to Personal Information under the Township's custody or control is limited to authorized Township employees or service providers who need to access the information for the purpose of performing their duties or responsibilities to the Township or as otherwise required or authorized by applicable law.

## **RETENTION**

Personal Information of employees is retained for the required time period to fulfill the purposes for which it was collected unless required or authorized by applicable law. If the Township uses Personal Information to make a decision that impacts an employee, the Township will retain that information for at least one year after use.

## **RESPONSIBILITY OF EMPLOYEES**

All employees are expected to respect and protect personal information and to comply with this policy. Employees who breach this policy may be subject to discipline up to and including termination of employment.

## **QUESTIONS REGARDING PRIVACY AND REQUESTS FOR ACCESS**

If an employee has questions regarding privacy protection at the Township and wants to make a request for access to their Personal information, under the Township's custody or control, contact the Township's Supervisor, Information, Privacy and Records Management at: [foi@tol.ca](mailto:foi@tol.ca)

The Township of Langley will make reasonable efforts to respond to inquiries promptly and to requests for access to personal information within 30 business days. Requests for access are subject to exceptions required or authorized by applicable law.

## **POLICY UPDATES**

The Township of Langley reserves the right to amend this policy from time to time and will publish revisions within a reasonable time frame.

## **RELATED POLICIES**

Code of Ethics, Confidentiality and Conflict of Interest