

The Corporation of the District of North Vancouver

ADMINISTRATIVE POLICY MANUAL

Section:	Administration	1
Sub-Section:	Acts and Legislation – British Columbia	0135
Title:	FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY	1

**POLICY**

**Requests for release of information will be processed in accordance with the guidelines set out in the “Freedom of Information and Protection of Privacy” Policy as outlined in Attachment 1.**

**REASON FOR POLICY**

To provide staff and the public with an overview of the Freedom of Information and Protection of Privacy Act and its application to the records in the custody of the District of North Vancouver.

**PROCEDURE**

As outlined in Attachment 1 of this Policy.

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# District of North Vancouver

# Freedom of Information and Protection of Privacy

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## Policy Manual

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## Introduction

This policy manual is designed to provide both staff and the public with an overview of the Freedom of Information and Protection of Privacy Act and its application to the records in the custody of the District of North Vancouver.

Any questions regarding the Act, or District of North Vancouver policies with respect to the release of information may be directed to Municipal Clerk and “Head” for Freedom of Information and Protection of Privacy, or to the FOI/POP Coordinator.

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# Chapter 1

## The Freedom of Information/Protection of Privacy Act

The Freedom of Information and Protection of Privacy Act (the Act) represents the government's legislative commitment to make British Columbia ministries and agencies, local governments, provincial crown corporations, hospitals, school boards, and some self-governing professional organizations more accountable to the public and to protect personal privacy. The Act has applied to local governments since November 1994.

The Act, which has been drafted in plain language, codifies the information management practices of “public bodies”. In some cases, the Act dictates a new approach to the collection, use, and disclosure of information.

The Act is applicable to all sections of the Provincial government, local government and governing bodies of professions or occupations. “Local government”, according to the Act, includes all municipalities, regional districts, improvement districts, boards of variance, municipal police boards, library boards, and school boards.

The Act gives individuals rights to access information held by local government and protects their privacy by placing restrictions on local governments when collecting or disclosing personal information. This means that there is a legislated set of rules governing what information can and cannot be released.

**Information currently released should continue to be made available except if the information is personal information.** The Act does not replace other procedures for access or limit access to information – other than personal information – that is currently available to the public. Staff are expected to incorporate the concepts and procedures of the Act into their normal office service delivery.

### What is “Freedom of Information”?

The Act establishes a process by which any person may request access to information contained in records held by the District of North Vancouver. An individual may also review information of a personal nature directly pertaining to that individual.

The general right of access to information is restricted by certain **specified and limited exceptions**, necessary to protect a variety of needs of confidentiality, and the right of individuals to privacy.

The Act also creates a review mechanism whereby decisions relating to the disclosure or non-disclosure of information and other related issues, may be reviewed by the Information and Privacy Commissioner, an .

## **What is Protection of Privacy?**

The Act protects the personal privacy of individuals by restricting the collection, use and disclosure of personal information.

The District of North Vancouver may only collect personal information that it is expressly authorized to do so, where collection is related directly to and is necessary for an operating program, or is collected for the purposes of law enforcement. The information can be used only for the reasons it was obtained. The Act restricts multiple, inconsistent uses of information collected only once. **If personal information is not needed do not collect it.** The individual from whom the information is collected is entitled to know what the information will be used for, and under what authority.

Disclosure of personal information, even to other public bodies, is strictly limited under the Act.

## **Personal information...**

Means recorded information about an identifiable individual including but not limited to the following:

- 1 The individual's name, address or telephone number
- 2 The individual's race, national or ethnic origin, colour or religious or political beliefs or associations
- 3 The individual's age, sex, sexual orientation, marital status or family status
- 4 An identifying number, symbol or other particular assigned to the individual
- 5 The individual's fingerprints, blood type or inheritable characteristic
- 6 Information about the individual's health care history, including a physical or mental disability
- 7 Information about the individual's education, financial, criminal or employment history
- 8 Anyone else's opinion about the individual (but not the identity of the opinion holder)

- 9 The individual's personal view or opinion, except if they are about someone else (you can know what was said about you but you can't necessarily know who said it)

## Requests for Personal Information

The Act guarantees an individual the right to see his/her own personal information held by the District of North Vancouver. The Act also generally prevents persons from getting access to personal information about another individual without the individual's consent.

## Requests for Correction of Personal Information

Incorrect information can have serious consequences for an individual. For example, incorrect personal information could result in the denial of benefits or government services or the refusal of employment.

Public bodies must make every reasonable effort to ensure that personal information in their custody is accurate and complete. If someone's personal information changes they may make a request to the public body to correct the information in their files. A public body must notify any individual or company to whom recorded information was disclosed within the preceding year, of the corrected personal information. This means that a careful record must be kept of individuals to whom recorded personal information is disclosed. **If the information is not needed, don't collect it.**

Applicants may request the correction of their personal information, either verbally or in writing.

## What is a record?

A "record" by definition in the Act includes:

**"books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records."**

This includes, therefore, all memos, letters, reports, e-mails, maps, calendars, post-it notes, annotations, doodles, etc. Any recorded information is a record, and may be subject to release. Embarrassment is not a valid reason for withholding disclosure.

The information contained in records could be produced by a public body or from other sources, such as third parties, service providers, or other public bodies.

## Making a Request

Before a formal written request for a record is made it should be established that the record being searched for is not “routinely available”.

- Routine requests – this is information that is commonly available. A fee may be charged for this information, as set out in the Fees and Charges Bylaw or other applicable District Bylaw or policy. The request can be verbal and does not require the involvement of the FOI/POP Coordinator
- Information requests – this information is generally routinely available but requires an information review of the records, usually by a departmental supervisor. This can also be a request for records that are not readily to hand, eg records stored in semi-active or archive files. As with routine requests, applicable fees may be charged. These requests should be responded to within a time frame that is reasonable for the size of the request or the location of the records
- Formal requests – are requests for records that are neither routinely available nor available through more informal procedures. Formal requests under FOI/POP must be made in writing. A form for this purpose is available, but a letter, fax or e-mail is also acceptable. When necessary, front-line staff should assist an applicant in preparing a written request. Assistance may include helping an applicant to define requests as specifically as possible. Formal requests are to be directed to the FOI/POP Coordinator as soon as received, as there is a deadline for responding
- Duty to Assist – Section 6(1) of the Act states “the head of a public body must make every reasonable effort to assist applicants and to respond without delay to each applicant openly, accurately and completely.”

**Note: Just because an applicant provides a request in writing, or states a wish to make a request for records pursuant to the Freedom of Information and Protection of Privacy Act, this does not make it a formal request. If the information is generally routinely provided, provide it!**

## Timelines

The Freedom of Information and Protection of Privacy Act requires generally that a response to the applicant be provided within thirty (30) business days of receipt of the request. Under certain specified circumstances, this deadline

may be extended to up to an additional thirty business (30) days. The time limit for responding may be extended depending upon the volume of records requested or if more time is needed to consult with a third party.

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# Chapter 2

## Routinely Available Information

The following is a list of types of records routinely available. There may be a fee associated with providing these documents; many are available from the District's web site (<http://www.dnv.org>). The fees are set out in Fees and Charges Bylaw available from the Clerk's Office. This list is meant only as a guide. The Clerk's Office has prepared a booklet "Information Routinely Available to the Public" that is available for perusal at various departments in the Municipal Hall. Any questions regarding the above should be directed to the Departmental Supervisor or the FOI/POP Coordinator.

It is the policy of the Clerk's Office that all "non-confidential" Council material is available to the public only after it has been circulated to Mayor and Council.

### **Examples of Routinely Available Information:**

Commission and Committee agendas and reports from Open meetings

Agreements

Annual Reports

Board of Variance minutes and agendas

Brochures

Budgets

Building plans (except interiors)

Bylaws

Corporate and Administrative policies

Council Advisory Committee Minutes from Open meetings

Council agendas and minutes from Open Meetings

Parcel Tax Roll Review Panel agendas and minutes

Inspection reports

Land proposal packages

Land tender packages

Issued Licences

Maps

Official Community Plans

Issued Permits

Staff reports supporting items on Council agendas (except from Closed meetings)

Traffic counts

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# Chapter 3

## Fees

Section 75 of the Freedom of Information and Protection of Privacy Act provides for fees to be charged for providing certain specified services. Regulation 323/93 section 7 sets maximum fees that public bodies can charge applicants for access to records through the Act. The regulation permits public bodies to charge fees to applicants for access to information but distinguishes between commercial and non-commercial applicants. A commercial applicant is defined as a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit. The Act prohibits public bodies from charging applicants for access to his or her own personal information.

Section 75(1) of the Act stipulates that an applicant pay a public body for the following services:

- locating, retrieving and producing the record
- preparing the record for disclosure
- shipping and handling the record
- providing a copy of the record

Section 75(2) states that an applicant must not be required under subsection (1) to pay a fee for

- the first three hours spent locating and retrieving a record, or
- time spent severing information from a record

Section 75(4) states that if an applicant is required to pay fees for services under subsection (1), the public body must give the applicant an estimate of the total fee before providing the service. Where it is anticipated that the fees will amount only to nominal copying charges, the applicant will be told that such charges will be calculated at \$0.25/page. In these instances, no written fee estimate will be prepared. Where detailed fee estimates are required, either the Head or the FOI Coordinator will prepare the estimate letter.

Section 75(5) of the Act states that the head may excuse an applicant from paying all or part of a fee if, in the head's opinion,

- the applicant cannot afford the payment, or for any other reason it is fair to excuse payment, or
- the record relates to a matter of public interest, including the environment or public health or safety.

Note that “public interest” as used in the Act has been defined as a matter that only exists in the clearest and most serious situations. The public interest in disclosure must be of an urgent and compelling nature. It is not to be confused with matters that are “of interest to the public.”

### **Fees – Applicants other than Commercial Applicants**

a)	for locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
b)	for producing a record manually	\$7.50 per ¼ hour
c)	for producing a record from a machine readable record	\$16.50 per minute for cost of use of the central mainframe processor on all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record
d)	for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
e)	for shipping copies	actual costs of shipping method chosen by applicant
f)	for copying records	
	i) photocopies and computer printouts	\$0.25 per page (8.5x11) \$0.25 per page (8.5x14) \$0.30 per page (11x17)
	ii) floppy disks	\$10.00 per disk
	iii) computer tapes	\$40.00 per tape up to 2400 feet
	iv) microfiche	\$10.00 per fiche
	v) 16 mm microfilm duplication	\$25.00 per roll
	vi) 35 mm microfilm duplication	\$40.00 per roll
	vii) microfilm to paper duplication	\$0.50 per page

viii) photographs (colour or black and white)	\$5.00 to produce a negative \$12.00 each for 16"x20" \$9.00 each for 11"x14" \$4.00 each for 8"x10" \$3.00 each for 5"x7"
ix) photographic print of textual, graphic or cartographic record (8"x10" black and white)	\$12.50 each
x) hard copy laser print, B/W 300 dots/inch	\$0.25 each
xi) hard copy laser print, B/W 1200 dots/inch	\$0.40 each
xii) hard copy laser print, colour	\$2.00 each
xiii) photomechanical reproduction of 105 mm cartographic record/plan	\$3.00 each
xiv) slide duplication	\$0.95 each
xv) plans	\$1.00 per square metre
xvi) audio cassette duplication	\$10.00 plus \$7.00 per ¼ hour of recording
xvii) VHS video cassette (1/4" or 8mm) duplication	\$11.00 per 60 minute cassette plus \$7.00 per ¼ of recording: \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
xviii) VHS video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
xix) VHS video cassette (3/4") duplication	\$40.00 per cassette plus \$11.00 per ¼ hour of recording

### **Fees – Commercial Applicants**

For commercial applicants for each service listed above the cost will be the actual cost of providing that service.

The following criteria will be considered when determining whether a request has been made for a commercial purpose:

- is the applicant a business or is the applicant making a request on behalf of a business?
- does the applicant intend to sell the information, either in its present form or in some reformatted version?
- is the applicant acting as an agent (eg. a lawyer) for another individual?

- has the applicant requested commercial information?
  - will the applicant be reimbursed for his or her services relating to the request?
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# Chapter 4

## Policies

The following are policies regarding some types of Freedom of Information and Protection of Privacy Act requests. These policies reflect provisions of the Act and District of North Vancouver Corporate and Administrative policies. Any questions should be directed to the Clerk's Office.

### **Building Plans**

Issued building permits are routinely available to any interested party. The application and supporting materials for the building permit are not routinely available and should ordinarily be subject to a formal FOI request. However, it is not uncommon for neighbours to be interested in developments within their neighbourhood and, within the limits of common sense, every effort should be made to provide them with information.

Where a request is made to view building plans, access should be provided to plans showing site layout and any exteriors. These plans may be viewed, but not copied as they are protected by copyright law. Copies of such plans will only be provided upon receipt of a written release from the owner or as part of an FOI request. The federal Copyright Act provides for the copying of copyright materials as part of an access request. However, copyright restrictions still apply to the use of the copied plan by the applicant, or by any other person. Any released plan must be stamped with the appropriate "Copyright Act Information" stamp.

For security reasons, the District will not make available those plans showing interiors of a building, unless there is express written permission from the owner.

### **Business Licenses**

A business is not considered an individual and therefore does not have privacy rights. Most business license information is routinely available to the public. Copies of business licences containing the following information can be viewed or copies provided upon request:

- the name of the person or company to whom the business licence was issued
- the name and address of the business
- type of business (or licence description)

The business licence must not disclose any additional personal information supplied in support of the licence application. Such personal information may include phone numbers, or the applicant's home address (if different from business address).

Business licence information that is routinely available may also be provided in printout form, for a fee.

## **Complaints**

Much of the District's bylaw enforcement is as a result of tips or complaints lodged by individuals. Complainants are advised that their names and address will be kept confidential unless the release is required for legal action. Sections 15, 19 and 22 of the Freedom of Information and Protection of Privacy Act may be used to protect the confidentiality of a complainant.

The person the complaint is about does have the right to know the substance of the complaint. The District does not, however, provide the identity of the complainant. Requests for copies of complaints should be directed to the FOI/POP Coordinator. The requestor should be made aware that the complainant's identity will not be revealed.

## **Contracts**

The intent of the Freedom of information and Protection of Privacy Act is to make public bodies more accountable to the public. Generally speaking this means that any contract or agreement signed by the Mayor and Clerk, or by staff with any other party is subject to scrutiny by the public. Contracts for services such as road construction, for example, are available to the public.

Care must be taken, however, to examine the wording and clauses of a contract to ensure that it does not reveal trade secrets, proprietary information, or information which could possibly harm the business interests of a third party. Therefore, before releasing any contractual information, please check with the Head or the FOI/POP Coordinator.

## **Dog Licenses**

Dog licences are considered discretionary benefits and are therefore routinely available to the public. Typically, the license contains some information that could be considered private (owner's address, telephone number), but the information is gathered for the purpose of assisting an owner to regain a lost pet. The licence application (which forms the actual licence) must therefore contain a statement advising the applicant that this information will be available to the public unless the applicant notes a specific request to keep it private.

## **E-Mail**

E-mail is considered a transitory type of record. It is the policy of the District of North Vancouver that if the information contained in an e-mail message is of value and to be retained, it must be filed on the appropriate paper file within the records management system and/or filed electronically within Hummingbird DM, the District's electronic records management program.

The same retention principles that apply to regular mail should apply to the disposal of e-mail. "Junk" mail, for example, is disposed of on a regular basis. Some e-mail is more relevant to your professional activities and may be stored in an e-mail folder. Some e-mail contains significant statements about strategies or decisions, and must be saved either electronically in Hummingbird DM or printed and retained in the relevant file.

The use of e-mail is growing at a tremendous rate. You can communicate with co-workers, with counterparts in other municipalities, with contacts in the provincial or federal governments and with the general public all via this handy tool. It is very easy to exchange information. Therefore, it is very important that you think about what type of information you are sending, and what information you should retain.

Please note, however, that when you are requested by the Head or Coordinator to produce records in response to a request, it is expected that you will also include any e-mail records in your possession.

## **Licenses and Permits**

Copies of issued building, electrical, mechanical, plumbing and any other permits or licences providing a discretionary benefit are routinely available to the public, including the following property related information:

- the name of the person or company to whom the permit was issued

- the name and address of businesses connected with the permit, such as the name of a contractor or subcontractor
- the location that the work is being performed
- the value of construction
- size of building and use of property

The permits should not disclose any additional personal information supplied in support of the permit application, such as:

- the phone number of the applicant
- the permit applicant's home address if it is different from the property to which the permit applies
- how long the owner has owned the property

A list of Building permits issued during the past seven days is posted on the District web site (<http://www.dnv.org>).

## **Personnel Information**

Employees are entitled to view their employee file. A request in advance must be made to the Human Resources Department to arrange a time to review the records. Please note that as an employee you are entitled to see any comments made about you – that is your personal information – however the identity of the person making the comments may be withheld.

Information regarding a person's employment history is considered personal information and will not be disclosed to anyone but the employee unless express permission is gained first. However, certain information pertaining to employment would be released upon request. This includes information about an employee's position, functions or remuneration or about information about expenses incurred by a third party while travelling at the expense of the District of North Vancouver.

## **Surveys – of the Public**

Results of surveys conducted by the District of North Vancouver or our agents are considered public information and should be routinely disclosed. Please

note, however, that the survey forms themselves will likely contain personal information which should not be disclosed. Therefore, it is District policy not to release the completed forms routinely. An FOI request must be made if an applicant wished to see the actual completed forms. A survey form must include an FOI/POP statement informing the public why the information is being collected, under what authority, and for what purposes the personal information will be used for. This allows the individual discretion whether or not to participate and informs them what will happen with the information collected. Contact the Clerk's Office for examples of appropriate wording to be used for public surveys.

## **Surveys – Topographical**

Topographical surveys are submitted to the District of North Vancouver as part of various application processes. These surveys are protected by copyright, but may be copied as part of an FOI request. Like building plans, copyright applies to the use of the released survey by the applicant or by any other third party. Any released survey must be stamped with the appropriate “Copyright Act Information” stamp.

## **Tenders**

Tenders submitted to the District in response to a call for bids or proposals are routinely available to the public, with the exception of information regarding unit pricing. Unit pricing information is considered proprietary information belonging to the third party. Release of that information could potentially harm the company's business interests and , subsequently, is withheld under section 21 of the Act.

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# Chapter 5

## Forms – Collecting Information

The Freedom of Information and Protection of Privacy Act governs the collection use, protection and retention of personal information. It is our duty to ensure that information collected is stored securely, is collected legitimately, is kept current and is used only for the purposes for which it is collected.

Information collected is to be used only for the purpose for which it is collected. For example, if you gather names, addresses, telephone numbers and opinions regarding the need for campsites, you cannot use that information for the purpose of marketing camping equipment.

**Individuals must be advised of what the information being gathered is going to be used for, and what authority the local public body had for collecting that information.**

All forms must therefore contain a rider advising the applicant of the use of the information.

For example, the Request for Access to Records application form contains the rider “Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request”. Similarly, the Business Licence Application form contains the following rider: “The information on this form is collected under the authority of “Business Licence Bylaw #4567 “ and will be used only for the purposes related to this bylaw”.

A further clause should be added to forms to indicate the permits and/or licences issued as result of the application will be routinely available to the public.

### Reprinting Forms

In enacting the Freedom of Information and Protection of Privacy Act it was recognized that it would not be economical for a local public body to discard all forms in use and replace them immediately with new forms providing the necessary clauses. It is important, however, to re-examine the purpose, use and format of all forms prior to reprinting them. As forms are reprinted, they

should be redesigned to provide the public with the necessary information as to their use and availability.

### **Keeping Information Current**

Section 29 of the Freedom of Information and Protection of Privacy Act establishes control over personal information by giving an individual the right to request correction of her or his own personal information in the records in the custody or control of the public body. A correction may involve a request to change personal information that is wrong or to add personal information that is new.

What this means is that if a person requests a change to their personal information, it is up to the public body to ensure that the change is made to the records within their custody and control, and to provide the change to any other body the information might have been provided to in the course of the service for which the information was collected. For example, for purposes of taxation, the local public body might collect personal information in terms of name, addresses and telephone numbers, and as an adjunct to taxation the information is relayed to the Assessment Authority. If the individual relays an update to that information to the local public body, it is up to the public body to ensure the update is also received by the Assessment Authority.

Therefore, it is important to review information you are collecting –

- do you need the information?
- do you have authority to collect the information?
- what will the information be used for?
- who else will you provide that information to?

**If you don't need it, don't collect it!**

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# Chapter 6

## Personal Information Directory

The District of North Vancouver is required under section 69(6) of the Freedom of Information and Protection of Privacy Act to make available for inspection and copying by the public a Personal Information Directory. This Directory must list each personal information bank held by the municipality and list the following for each:

1. Its title and location;
2. A description of the kind of personal information and the categories of individuals whose personal information is included;
3. The authority for collecting the personal information;
4. The purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed; and
5. The categories of persons who use the personal information or to whom it is disclosed.

The legislation defines a “personal information bank” in the following manner:

"personal information bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual

### Personal Information Banks:

#### A. Human Resources Information System – JD Edwards

- A.1. The Human Resources Information System – JD Edwards (HRIS) is an electronic database located on the District of North Vancouver computer network located at Municipal Hall.
- A.2. The HRIS lists employee employment and payroll information of current and former employees of the District of North Vancouver, the North Vancouver Recreation Commission and the North Vancouver Library.
- A.3. Section 26(a) of the Freedom of Information and Protection of Privacy Act (Income Tax Act); Section 26(c) of the Freedom of Information and Protection of Privacy Act (employment program).

- A.4. The personal information is compiled and used for employment-related purposes.
- A.5. Human Resources Department staff, Finance – Payroll Department staff and departmental Timekeepers.

**B. Human Resources Employee Files**

- B.1. Human Resources employee files are located in the Human Resources Department and in the Semi-Active Records Storage room.
- B.2. These files contain employment information of current and former employees of the District of North Vancouver.
- B.3. Section 26(a) of the Freedom of Information and Protection of Privacy Act (Income Tax Act); Section 26(c) of the Freedom of Information and Protection of Privacy Act (employment program).
- B.4. The personal information is compiled and used for employment-related purposes.
- B.5. Human Resources Department staff.

**C. Permit Plan (Tidemark Advantage) Database**

- C.1. The Permit Plan Database is an electronic database located on the District of North Vancouver computer network located at Municipal Hall.
- C.2. This database contains personal information pertaining to planning, subdivision and development applications, permit and licence applications and inspections, requests-for service, and correspondence sent to Mayor and Council.
- C.3. Section 26(b) of the Freedom of Information and Protection of Privacy Act (Regulatory Bylaw Enforcement); Section 26(c) of the Freedom of Information and Protection of Privacy Act (Community planning/Zoning program; Public Involvement program).
- C.4. The personal information is compiled and used to process planning, subdivision and development applications, permit and licence applications and inspections, requests-for service, and correspondence sent to Mayor and Council.
- C.5. Planning, Engineering, Parks and Regulatory Services Division and Executive Division staff.

## **D. Tempest Land Enquiry Database**

- D.1. The Tempest Land Enquiry Database is an electronic database located on the District of North Vancouver computer network located at Municipal Hall.
- D.2. The database contains property-related personal information on current and former property owners in the District of North Vancouver, and personal information relating to issued dog licences in the District of North Vancouver.
- D.3. Section 26(a) of the Freedom of Information and Protection of Privacy Act (Land Title Act; BC Assessment Act); Section 26(b) (Bylaw Enforcement); Section 26(c) of the Freedom of Information and Protection of Privacy Act (taxes, utilities, property programs).
- D.4. The personal information is compiled and used for the collection of property taxes, utilities charges and dog licence fees.
- D.5. Financial Services – Taxation; Regulatory Services Department staff.

## **E. District Junction (DJ) – Local Phone Search**

- E.1. District Junction (DJ) – Local Phone directory is an electronic database located on the District of North Vancouver computer network located at Municipal Hall.
- E.2. The database contains employee position-title and local telephone information.
- E.3. Section 26(c) of the Freedom of Information and Protection of Privacy Act (employment program).
- E.4. The personal information is compiled and used for locating the telephone locals for District of North Vancouver staff, and certain North Vancouver Recreation Commission staff and certain North Vancouver RCMP Detachment staff.
- E.5. All District of North Vancouver staff.