

The 10 Privacy Principles

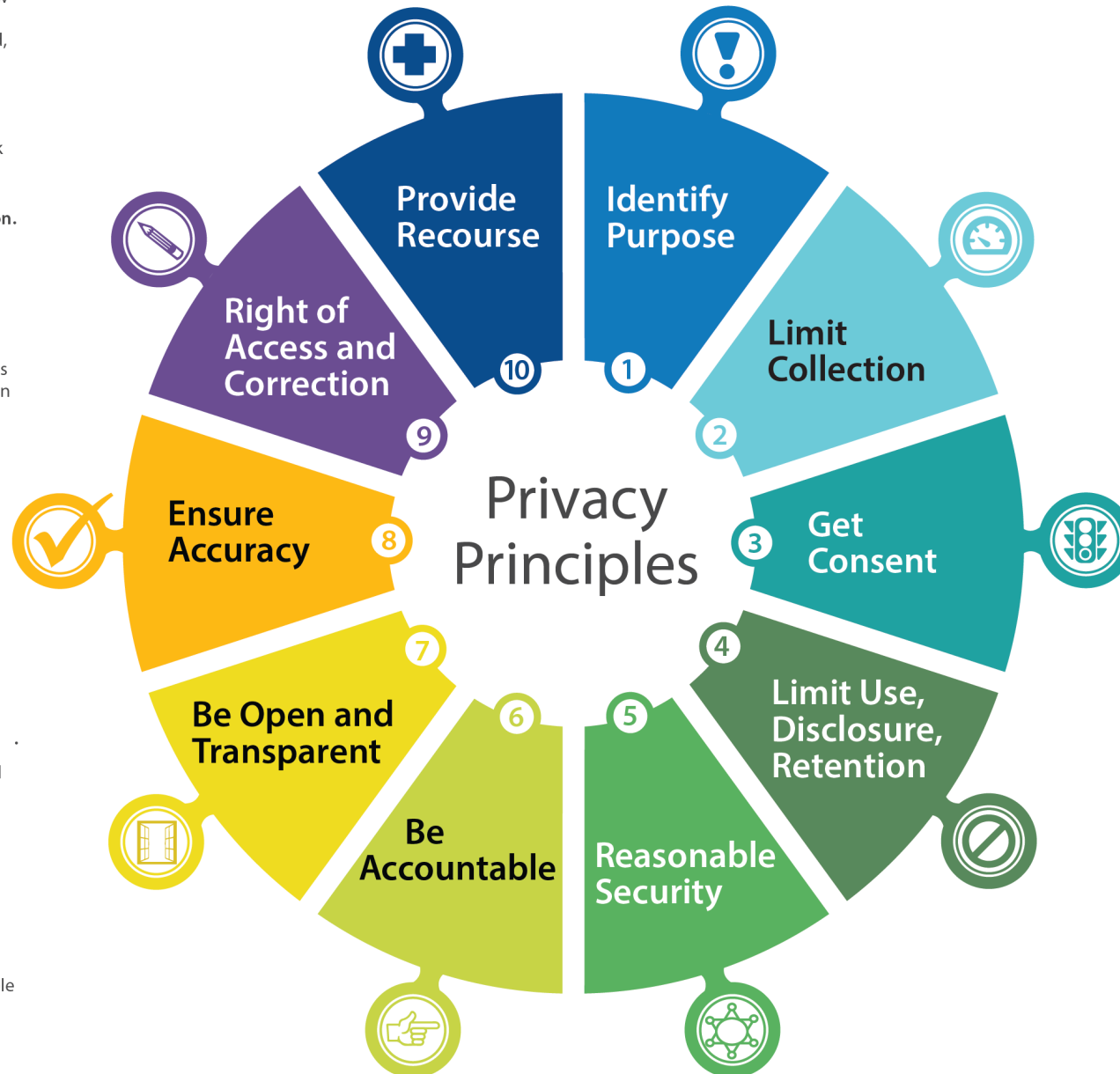
10. Provide Recourse. If you receive a complaint about how an individual's personal information has been handled, direct it to the Privacy, Compliance and Training Branch immediately, via the breach reporting line: 7-7000, option 3. Learn more from link provided below.

9. Right of Access and Correction. Individuals have a right to access their own personal information, or have that information corrected. Be aware of the FOI process, and direct any requests to Information Access Operations immediately. More information provided at link below.

8. Ensure Accuracy. You must make a reasonable effort to ensure personal information collected is accurate and complete if it will be used to make a decision affecting the individual it is about. Find out more about this requirement at the link below.

7. Be Open and Transparent Routinely release any records that can be regularly provided to the public. Proactively disclose any records that will be of interest to the public. Consult with Information Access Operations on these processes. Find the Open Information Open Data Policy provided at the link below.

6. Be Accountable. Be responsible for all personal information under your control, including contractors' records. Be aware of who your Ministry Privacy Officer is. Find your MPO at the link below.



1. Identify Purpose. Must identify in writing: the purpose for which you are collecting personal information, the legal authority and contact information of someone who can answer questions about the collection, unless an exception applies. See link below for more.

2. Limit Collection. Do not collect personal information indiscriminately or without a legal authority. Information must be necessary to fulfill identified purposes, and be reasonable and appropriate. Find more information at the link below.

3. Get Consent. Secure consent as a means to use or disclose personal information for secondary purposes. Consent must be written and explicit. There are some specific circumstances where consent is not required. See the link below.

4. Limit Use, Disclosure. You may use or disclose personal information for the purposes identified when it was collected, or another reason authorized by FOIPPA. For new uses, get consent. More information provide at the link below.

Limit Retention. Personal information used to make a decision about an individual must be retained for at least one year. Information must be destroyed in accordance with any applicable records retention schedules. Find your Records Officer at the link below.

5. Reasonable Security. Must make reasonable security arrangements to protect personal information. Measures should be appropriate and proportional to the sensitivity of the information. Consideration should be given to physical, technical and procedural measures. Find your MISO at the link below.

For more information on the privacy principles and resources, visit: www.gov.bc.ca/privacyprinciples