The City of Edmonton acknowledges the importance of protection of personal information within its custody or control, but recognizes that personal information may be collected, retained, used and disclosed in ways that are not in accordance with the Freedom of Information and Protection of Privacy Act.

The purpose of this directive is to establish guidelines for the management of inadvertent disclosure of personal information by:
- assisting Employees in the reporting, investigating and documenting of privacy breaches; and
- determining the severity of the privacy breach.

This directive applies to all Employees reporting to the City Manager. This also applies to all employees in the Office of the City Auditor.

Legislative and Administrative Authorities

Freedom of Information and Protection of Privacy Act  
Privacy Directive A1433A  
Employee Code of Conduct Directive A1100C