

Standard

Data Collection Statements

This standard falls under *A1477 Data and Information Management Administrative Policy*.

Program Impacted	Civic Services <i>Edmontonians contribute to civic society and are engaged in promoting the quality of the community.</i> Technology & Data <i>The City of Edmonton's technology and data are leveraged to enable quality decision-making and enhance innovative service delivery.</i>
Approved By	Aileen Giesbrecht, City Clerk
Date of Approval	May 13, 2026
Approval History	N/A
Next Scheduled Review	May 13, 2027

Standard Statement

This standard governs the creation and use of data collection statements as required by the *Protection of Privacy Act (POPA)* S5.

Scope

This standard applies to City of Edmonton employees, contractors, volunteers, Council Committees and any individuals for whom the City Clerk acts as the Access and Privacy Head. It applies to these parties whenever their work involves creating, collecting, receiving, accessing, using, disclosing, storing, maintaining, destroying or transferring City records and information. All individuals listed above are responsible for protecting the privacy and confidentiality of personal information in accordance with the *Protection of Privacy Act (POPA)*.

Definitions

Personal information means any recorded information about an identifiable individual, including but not limited to:

- the individual's name, home or business address, home or business telephone number, home or business email address, or other contact information, except where the individual has provided

the information on behalf of the individual's employer or principal in the individual's capacity as an employee or agent,

- b) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- c) the individual's age, gender identity, sex, sexual orientation, marital status or family status,
- d) an identifying number, symbol or other particular assigned to the individual,
- e) the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
- f) information about the individual's health and health care history, including information about the individual's physical or mental health,
- g) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- h) anyone else's opinions about the individual, and
- i) the individual's personal views or opinions, except if they are about someone else.

Standard Specification

A data collection statement must include the following elements:

1. The purpose for which the personal information is collected.
2. The authority under the Protection of Privacy Act to collect the personal information.
3. The title, business address and business telephone number of an employee who can answer questions about the collection.
4. The public body's intention, if any, at that time to input the information into an automated system to generate content or make decisions, recommendations or predictions.

Compliance

All City of Edmonton employees, contractors, volunteers, Council Committees and any individuals for whom the City Clerk acts as the Access and Privacy Head are responsible for maintaining the privacy and confidentiality of information in accordance with POPA. Branch managers are accountable for ensuring that privacy practices within their branches comply with legislation and City of Edmonton policy tools, including the *Corporate Records and Information Management Accountability Model (RASCI)*. Failure to comply with this standard could result in the loss of personal information, damage to the City of Edmonton's reputation, unnecessary costs and fines, increased legal risk, information breaches and complaints from the public.

References and Supporting Resources

Legislation

- [Protection of Privacy Act, SA 2024, c P-28.5](#)
- [Protection of Privacy \(Ministerial\) Regulation, Alta Reg 143/2025](#)
- [Protection of Privacy Regulation, Alta Reg 132/2025](#)

- [City Administration Bylaw, Bylaw 16620](#)
- [A1477 Data and Information Management Administrative Policy](#)

Employee Resources Available via the Intranet ([OneCity](#))

- City of Edmonton Delegation of Authority Order
- Corporate Information Management Glossary of Terms
- Data Collection Statements