

<b>Policy 5.05</b>	<b>Refer to Policy #</b>
<b>Green Certificate Protection of Privacy Policy</b> The <i>Freedom of Information and Protection of Privacy Act (FOIP)</i> requires the Green Certificate Program of Alberta Agriculture and Forestry to protect the personal information it collects. Regional Coordinators are bound by the <i>Personal Information Protection Act (PIPA)</i> .	
	<b>Approved</b>
	January 2018
	<b>Review Date</b>
	January 2020

- The *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act* prohibits the release of a Trainee, Trainer, or Tester’s personal information, except in very specific, pre-approved situations.
- “Personal information” is recorded information about an identifiable individual. It can include:
  - ❖ The individual’s name, address (home or work) and phone numbers (home or work).
  - ❖ The individual’s race, national or ethnic origin, colour or religious or political beliefs or associations.
  - ❖ The individual’s age, sex, marital status or family status.
  - ❖ An identifying number, symbol or other particular assigned to the individual.
  - ❖ The individual’s fingerprints, blood type or the individual’s health information.
  - ❖ Educational, financial, employment or criminal history.
  - ❖ Other people’s opinions about the individual.
  - ❖ The individual’s personal views or opinions, except if they are about someone else.
  - ❖ A photograph or digital image or file.
- Personal information may only be released if the individual adult or parent(s)/guardian(s) of the individual under the age of eighteen (18) years, is aware of, and approves the release.
- Written notification of the possible release to a named person or organization, and the purpose that the information will be used, should be provided when the information is collected. The permission to release the information must be signed by the individual adult or the parent(s)/guardian(s) of an individual under the age of eighteen (18) years
- Trainee, Trainer, and Tester contact information is for School Coordinator, Regional Coordinator, and Provincial Green Certificate staff use ONLY. Copies of lists are not to be given to other government, public or private sector individuals or groups.
- If information from non-Green Certificate sources is deemed to be in keeping with Green Certificate goals and objectives, the Green Certificate Coordinators or Provincial Office will notify or distribute the information to the appropriate individuals.
- If at any time the Green Certificate Program deems it necessary to release information for a purpose which was not agreed upon at the time of collection, it must acquire written consent for the new use.