

VILLAGE OF BEISEKER



Title	Privacy Policy	Policy Number	M-7
Legislation Reference	Municipal Government Act (MGA); Protection of Privacy Act (POPA); Access to Information Act (ATIA)		
Purpose	To establish the conditions, responsibilities, and guidelines governing the use of the Village of Beiseker's website, social media platforms, and related digital communications, including municipal systems, software, and tools used to support the delivery of such communications.		

Policy Statement and Guidelines

1. General Privacy Commitment

The Village of Beiseker is committed to protecting the privacy of individuals who access the municipal website or interact with the Village through online services.

2. Authority for Collection

The Village collects personal information under the authority of section 33 of the Protection of Privacy Act (POPA) for the purpose of administering municipal programs, services, and communications.

3. Collection of Personal Information

The Village of Beiseker may collect limited personal information when voluntarily provided by an individual through the municipal website, online forms, or communication tools. This information may include:

- Name
- Mobile phone number
- Civic address
- Mailing address
- Email address
- Information submitted through forms or service requests

4. Use of Personal Information

Personal information shall be used only for identified and lawful municipal purposes, including but not limited to:

- Delivering emergency and public safety alerts by SMS/text messages
- Responding to inquiries or service requests
- Communicating important municipal information
- Improving municipal services and communications

Personal information shall not be used for marketing purposes.

5. Emergency SMS/Text Messages

Mobile phone numbers and civic address information may be collected for the purpose of delivering emergency and public safety alerts by SMS/text message. Civic address information may be used to group or target alerts so that messages are sent only to residents in affected areas.

Emergency SMS/text messages:

- Are provided for public safety purposes only
- Are not used for marketing
- Do not replace 911 emergency services

6. Disclosure of Personal Information

Personal information shall not be sold or shared for marketing or commercial purposes. Limited personal information may be shared with authorized service providers solely as necessary to deliver municipal services, including emergency SMS/text messages, or as required or permitted by law.

Service providers acting on behalf of the Village must comply with POPA and may only use personal information for the purposes specified in their contract.

7. Protection and Safeguards

The Village of Beiseker shall take reasonable administrative, technical, and physical measures to protect personal information from unauthorized access, use, or disclosure.

8. Retention of Information

- Personal information will be retained only as long as necessary to fulfill the purpose for which it was collected, or as required by legislation.
- Information used to make a decision about an individual will be retained for at least **one (1) year**.
- Records will be securely destroyed when no longer required.

9. Access to Information and Correction Rights

- Request access to their personal information.
- Request correction of inaccurate personal information.
- Submit an access request to the Village Office.

10. Website Analytics and Technical Information

The Village's website may automatically collect limited technical information such as IP addresses, browser type, and pages visited. This information is used for website security, performance monitoring, and service improvement.

11. Inquiries

Questions or concerns regarding the collection, use, or protection of personal information may be directed to the Village Office.

12. Policy Updates

This policy may be amended from time to time.

	Date	Resolution Number

Chief Administrative Officer

Chief Elected Official