

RM of Pleasantdale Policy Manual

POLICY TITLE: Electronic Records	POLICY NUMBER: 450-22	EFFECTIVE DATE: October 27/2022
ORIGIN: Administration	ADOPTED BY COUNCIL October 27/2022	AMENDED DATE:

Purpose

To provide guidance to administration, staff and the public on the practices for managing Email Accounts.

Guide to Public Bodies

Public Bodies and its employees should never use personal email accounts to conduct public body's business.

Emails Records

"Record" means a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records. All forms of electronic correspondence are considered records under the acts.

All email accounts under the direction of the Local Authority shall be in the form of an email address that is directly related to the authority. All emails sent from personal accounts are considered a "record" pursuant to FOIP and LA FOIP.

The following are considered tools of record under the local authority:

- Short Messages Service
- WhatsApp

All internal communications within the Local Authority are considered "records" and are subject to "right-to-access" upon application to the Local Authority.

Email Consent Form

The authority has developed an email Consent Form to communicate with Ratepayers; this form is available at the office, ratepayer can request email form by phone; additionally this form is available on the municipal web site. (Attached as Appendix A)

Training

Confidentiality and Communication is a priority for the RM of Pleasantdale; it is the expectation that elected council members and employees to read and acknowledge confidentiality forms. This information is communicated verbally to each individual and they are required to initial or sign this statement as an acknowledgement of this policy.

(Attached as Appendix B & C)

Ratepayer Information Form
Rural Municipality of Pleasantdale No. 398
Appendix A

Name: _____

Contact Person – (for Businesses): _____

Co-Owner (if applicable): _____

Mailing Address: _____

Home Quarter (if applicable): _____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Emergency contact name and number(s): _____

Personal information on this form is collected for the sole purpose of updating our database. The Rural Municipality of Pleasantdale No. 398 is committed to protecting personal information in a manner that is accurate, confidential, secure, and responsible.

Signature: _____

For Office Use only – do not complete

Updated on R&M: _____

Updated Contact list - email: _____

Updated Contact list - manual: _____

RM of Pleasantdale #398

CONFIDENTIALITY AGREEMENT Appendix B

I, _____, agree with the following statements:

I have read and understood the below.

I understand that I may come in contact with confidential information during my time at the RM of Pleasantdale #398. As part of the condition of my position with the RM of Pleasantdale #398, I hereby undertake to keep in strict confidence any information regarding any resident, employee or business of the RM of Pleasantdale #398 or any other organization that comes to my attention while at the RM of Pleasantdale #398 I will do this in accordance any applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of the RM of Pleasantdale #398 unless authorized as part of my duties, or with the express permission or direction to do so from the RM of Pleasantdale #398.

I understand that the use of my personal communication devices are subject to disclosure and retention requirements, regardless of the tool, account or device used and that they must be provided upon request of the authority.

I understand this agreement will be filed and retained in my Councillor file.

(Print Name)

(Signature)

(Signature of witness)

Dated this _____ day of _____, 2022

RM of Pleasantdale #398

CONFIDENTIALITY AGREEMENT Appendix C

I, _____, agree with the following statements:

I have read and understood the below.

I understand that I may come in contact with confidential information during my time at the RM of Pleasantdale #398. As part of the condition of my work with the RM of Pleasantdale #398, I hereby undertake to keep in strict confidence any information regarding any resident, employee or business of the RM of Pleasantdale #398 or any other organization that comes to my attention while at the RM of Pleasantdale #398 I will do this in accordance any applicable laws, including those that require mandatory reporting.

I also agree to never remove any confidential material of any kind from the premises of the RM of Pleasantdale #398 unless authorized as part of my duties, or with the express permission or direction to do so from the RM of Pleasantdale #398.

I understand that the use of my personal communication devices are subject to disclosure and retention requirements, regardless of the tool, account or device used and that they must be provided upon request of the authority.

I understand this agreement will be filed and retained in my employee file.

(Print Name)

(Signature)

(Signature of witness)

Dated this _____ day of _____, 2022