

## What is a Privacy Officer?

### 1. A Privacy Officer is a person within an organization whose job it is to:

- Encourage compliance with the [Personal Information Protection Act](#) (PIPA);
- Respond to requests for access to and correction of personal information and issues concerning personal information; and
- Work with the Office of the Information and Privacy Commissioner during an investigation of a privacy complaint against the organization.

A Privacy officer is a key employee in the organization and assigned the responsibility to oversee all activities related to the implementation of, and adherence to, the School's privacy practices, and to ensure operational procedures are compliant with relevant privacy laws. The Privacy Officer monitors employees and systems about how information is collected, used, and disclosed and access to identifying information.

### 2. A Privacy Officer may also be responsible for managing the necessary changes to an organization's:

- Information management practices, policies, and procedures;
- Staff training;
- Customer relations;
- Policies and procedures; and
- Inquiry and complaint process.

### 3. Why does STS need a Privacy Officer?

The Personal Information Protection Act (PIPA) says that an organization must designate one or more individuals to be responsible for ensuring the organization complies with the Act.

The name of the Privacy Officer should be publicized within the organization and employees should be encouraged to discuss privacy issues with that person.

The Privacy Officer at STS is Jana Wager ([privacy@sts.ab.ca](mailto:privacy@sts.ab.ca) or 403-938-8301).

### 4. Who needs to know about the Personal Information Protection Act?

Everyone in the organization who handles personal information should understand the protection of privacy principles and the objectives of the Personal Information Protection Act. The Privacy Officer will provide assistance when a more detailed knowledge of the organization's responsibilities is required.

### 5. What is the Privacy Officer's role if a complaint is made to the Information and Privacy Commission?

If an individual complains to the Information and Privacy Commissioner that an organization has violated his or her privacy, the Information and Privacy Commissioner or one of his staff may contact the Privacy Officer to discuss the complaint, and to see whether there is any means of settling the matter. The Privacy Officer will be able to provide whatever assistance is necessary.

The Privacy Officer may be asked to provide background information or identify the people in the organization who can do so.

## 6. Do Privacy Officers need any special training?

Privacy Officers need to be familiar with the legislation and should be knowledgeable of their organization's personal information management practices. However, no special training is required.

It is important, however, that the designated Privacy Officer is given the authority to intervene on privacy issues relating to any of the organization's operations.

## 7. What are the Privacy Officer's duties?

The Privacy Officer will coordinate, manage, and be part of developing Strathcona-Tweedsmuir School's privacy strategy, with deliverables including the development, maintenance, and implementation of privacy and information management policies, procedures, and standards pertaining to privacy and data security, reflective of current organizational practices and in compliance with legislative requirements.

The Privacy Officer shall also act as a key records management expert, strategist, and resource with knowledge in the areas of documentation criteria, documentation disclosure to employees, parents, students, and third parties and documentation processes in accordance with appropriate regulatory colleges.

Additional information and resources about PIPA are available on the websites of Access and Privacy, Service Alberta, and the Office of the Information and Privacy Commissioner.

### **Access and Privacy Service Alberta**

Phone: 780-644-7472                      Toll Free dial: 310-0000  
Email: [pspinfo@gov.ab.ca](mailto:pspinfo@gov.ab.ca)  
Website: [pipa.alberta.ca](http://pipa.alberta.ca)

### **Office of the Information and Privacy Commissioner**

Phone: 403-297-2728                      Toll Free dial: 1-888-878-4044  
Email: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)  
Website: [www.oipc.ab.ca](http://www.oipc.ab.ca)

### **Strathcona-Tweedsmuir School's Privacy Officer**

Jana Wager  
Phone: 403-938-8301  
Email: [privacy@sts.ab.ca](mailto:privacy@sts.ab.ca)