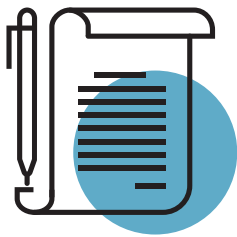


Our Commitment to Your Privacy and Confidentiality



It is your right to know how the City collects, uses, and shares your personal information.

Protection of Privacy

The protection of personal privacy in the day-to-day operations of the City of Saskatoon is one of the key principles of *The Local Authority Freedom of Information and Protection of Privacy Act*.

The City of Saskatoon is committed to upholding the obligations and responsibilities established with the Act. City employees sign an Oath of Confidentiality and have privacy training and consult with the Access and Privacy Officer on a regular basis regarding the collection, use disclosure, retention and disposal of personal information.

Personal Information, What Is It?

Personal information is defined as recorded information about an identifiable individual, including information:

- Full name, age, home e-mail, address, date of birth, marital or family status, telephone number, financial transactions, employment history, criminal etc.

Why Has The City Collected Personal Information?

In the course of providing you with civic services and programs we have collected and used your information. For example if you have registered for a swimming class, or exercise program, to hook up utilities, pay your land taxes, license your pet or any other service or program of the City you have provided some personal information in order to do so.



OUR COMMITMENT TO YOU

To show our respect to you we follow the 10 privacy principles. These principles set standards for how we handle your personal information.

1. Accountability

Under the guidance of the City Clerk, we are responsible for maintaining and protecting the personal information we collect, use and disclose.

2. Identifying Purposes

We tell you why we need your personal information before or at the time we collect it.

3. Consent

We ask for and receive your consent to collect, use or disclose your personal information. The only exceptions would be in cases where use or disclosure is required or permitted by law.

4. Limiting Collection'

We only collect information necessary for the purposes we identify to you, and only in a fair and lawful way.

5. Limiting use, disclosure and retention

We only use the information for the purpose we collect it for, and we destroy the information once it is no longer needed for that purpose.

6. Accuracy

We take steps to make sure your information is accurate, complete and up to date.

7. Safeguards

We protect the confidentiality of your personal information with secure storage and procedures, and provide access only to those individuals who need it for its intended purpose.

8. Openness

We make information openly available about our privacy policy and practices, through printed material our websites and our Access and Privacy Officer.

9. Individual Access

We provide you with access to any personal information of yours we have, tell you how it is being used, stored and disclosed, and give you the opportunity to request that it be amended, if appropriate.

10. Providing Recourse

We are always ready to answer your questions, enquires or complaints about our privacy principles and practices, and your requests to access your personal information. Please contact the City Clerk's Office at (306) 975-3240 and ask to speak to the Access and Privacy Officer.

FOR FURTHER INFORMATION CONTACT:
City Clerk's Office
Telephone (306) 975-3240

**Working Together
Building A Great City**

