

# CITY OF HAMILTON

## CORPORATE SERVICES DEPARTMENT

(CITY CLERK'S DIVISION – RECORDS/FREEDOM OF INFORMATION SECTION - LOCATION - 71 MAIN ST. W.)

## CORPORATE PRIVACY OFFICER

### SUMMARY OF DUTIES

Reporting to the Corporate Privacy Specialist, is responsible for supporting services and activities requiring compliance within the *Municipal Freedom of Information and Protection of Privacy Act*, (MFIPPA) and the *Personal Health Information Protection Act*, (PHIPA) and the principles of Privacy By Design.

### GENERAL DUTIES

Provides advice and guidance with respect to the protection, collection and authorized disclosure of personal information and personal health information.

Researches, recommends and assists in the implementation of policy, guidelines, forms and procedures for the collection of personal information and personal health information, its use within programs and applications, disclosure to the public, and the processing of access requests as needed.

Investigates and responds to reported breaches under MFIPPA and PHIPA and supports service areas in the remediation/prevention of breaches.

Supports the execution of Privacy Impact Assessments (PIA) for new, existing or enhanced services, programs, technologies and systems in collaboration with department/division program managers, Legal Services, IT Security Team, Risk Management, Procurement and IT contract management, and in some cases vendors, to support compliance with MFIPPA, PHIPA, the *Personal Information Protection and Electronics Document Act* (PIPEDA), and other related privacy legislation; evaluates and mitigates risk.

Develops and delivers training, communication and awareness programs for staff on MFIPPA/PHIPA.

Prepares the statutory annual report on PHIPA activities under the responsibility of the City Clerk to the Information and Privacy Commission/Ontario.

Liaises with privacy staff in Public Health and other program areas on joint MFIPPA and PHIPA privacy policies and procedures to ensure conformity of processes with corporate access and privacy policies and procedures, where applicable.

Provides research, advice and interpretation of MFIPPA/PHIPA, and Orders of the Information and Privacy Commissioner/Ontario, for senior management and staff.

Maintain a registry of all reported breaches and the actions taken and required on a regular basis.

Represent the City during breach investigations conducted by the Information and Privacy Commissioner's Office.

Clarify access requests as required and ensure that sufficient information has been provided to respond to the request.

Supports the development of education and training programs to create awareness of privacy requirements and ensure that all requirements are met.

Review the collection, use, retention and disposal of personal information and personal health information throughout

the Corporation to ensure compliance with the privacy legislation.

**QUALIFICATIONS**

1. University degree in a related field, e.g. public administration, information management, information technology plus demonstrated experience in the application of information privacy laws, access, release of information in a municipal setting.
2. Knowledge of federal and provincial legislation relevant to the privacy and security of personal information and personal health information that is collected, used and disclosed by City programs and services, including and not limited to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act, 2004 (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA), and the Health Protection and Promotion Act (HPPA).
3. Certification with the International Association of Privacy Professionals (IAPP) would be considered an asset.
4. Thorough knowledge of Information Management practices and experience with electronic record systems.
5. Working knowledge of the statutory responsibilities of the Office of the City Clerk.
6. Strong research skills in order to investigate and make recommendations to improve the privacy, security and confidentiality of business processes and address complex legal and risk management situations related to privacy and access.
7. Excellent interpersonal, negotiation and mediation skills.
8. Superior oral and written communications skills with the ability to simplify complex legal material for a variety of audiences.
9. Knowledge of change management and adult learning principles and experience in designing and delivering training programs.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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