

Policy on Governance of Personal Information

Committee on the Protection of Personal Information

This committee, presided over by the City Manager of the Ville de Saint-Lambert, is made up of:

- members of the City's Executive Committee;
- a Privacy Officer in charge of access to information and the protection of personal information;
- an Information Technologies (IT) representative; and
- a Document Management representative.

The Committee reserves the right to invite anyone to serve as a non-recurrent member, depending on the context and need for a meeting. The calendar for the Committee meetings is determined on an as-needed basis. However, the Committee members shall meet at least once a year.

The Committee's mission is to ensure the protection of personal information. It shall:

- approve the rules regarding governance, such as policies and directives on the protection of personal information;
- approve any training program and awareness-raising activities regarding the protection of personal information;
- require any new protection or practice-improvement measures needed within the City;
- ensure compliance with the City's Policy on the Protection of Personal Information; and
- assess any requests for surveys or sharing of personal information.

Privacy Officer

The Privacy Officer manages the keeping of a register of confidentiality incidents and must notify the *Commission d'accès à l'information* (if needed) based on the in-house privacy impact assessment of incidents involving personal information.

The Officer also manages the complaint process regarding the management of personal information.

To reach the Privacy Officer:

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