

DIRECTIVE 1/2000
INFORMATION, SCIENCE AND TECHNOLOGY AGENCY DEPUTY MINISTER AND CHIEF
INFORMATION OFFICER

TO: DEPUTY MINISTERS
DIRECTORS/MANAGERS OF INFORMATION AND PRIVACY

SUBJECT: PERSONAL INFORMATION BANKS

The purpose of this Directive is to meet the requirements of section 69(3) of the *Freedom of Information and Protection of Privacy Act* – to publish a directory of all personal information banks held by government. The Directive is linked to Directive 2/2000.

POLICY/PROCESS DIRECTION:

In order to create and maintain a Directory of personal information banks created by and/or operating on behalf of Provincial ministries, each ministry will provide, in a prescribed format, the following to the Corporate Privacy and Information Access Branch (CPIA) for each bank:

- the title of the bank and its location;
- a description of the kind of personal information held and the categories of individuals whose personal information is included;
- the authority for the collection of the information;
- the purposes for which the personal information was obtained or compiled and the purposes for which it is used or disclosed;
- the categories of persons who use the personal information or to whom it is disclosed;
- information sharing agreements in place for the bank and the compliance review structures for verifying compliance with the terms of the agreements;
- confirmation of the completion of a Privacy Impact Assessment; and,
- contact information regarding the ministry and branch responsible for the maintenance of the personal information bank.

APPLICATION:

This Directive applies to all ministries.

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Stuart Culbertson
Deputy Minister and
Chief Information Officer