



Hamilton

INFORMATION REPORT

TO:	Chair and Members of Audit, Finance & Administration
COMMITTEE DATE:	February 20, 2020
SUBJECT/REPORT NO:	Redaction of Personal Information on items before Council and/or Committee (CL20002) (City Wide)
WARD(S) AFFECTED:	City Wide
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SUBMITTED BY:	Andrea Holland City Clerk, Corporate Services
SIGNATURE:	

COUNCIL DIRECTION

N/A

INFORMATION

The purpose of the memo is to provide information to the Members of Audit, Finance & Administration Committee on the statutory role of the City Clerk under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and how it relates to information that appears before both Council and Committees through public agendas.

From time to time, the Office of the City Clerk will redact documents that are included on public agendas in order to protect personal information that may fall into one or more the categories below (as outlined in Appendix 'A'):

“personal information” means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except where they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual's name where it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual."

Staff determine if "Information is about an identifiable individual if:

- it is about the individual in a personal capacity; that is, it reveals something of a personal nature about the individual, and
- it is reasonable to expect that an individual can be identified from the information (either alone or by combining it with other information)."

This may contrast with the incorrect view that this is censorship. The Information and Privacy Commissioner holds both the protection of privacy in equal balance with the freedom of information. The City is the custodian of a large quantity of personal information about our customers, our staff and elected officials. As the City Clerk, I take the role of protecting personal information very seriously.

Any information that when pieced together, can identify an individual, will be considered personal information and if staff do not have consent to release the information, it will result in the information being redacted for the publication to the agenda.

At times, the information may have already been made public and this does not release staff from our obligations under MFIPPA. Without consent, the information must be redacted.

Respectfully Submitted,

Andrea Holland
City Clerk

APPENDICES AND SCHEDULES ATTACHED

Appendix 'A' to CL2002 – Information and Privacy Commissioner, Fact Sheet - *What is Personal Information? (October 2016)*