

# Bulletin 2010-07

February 12, 2010

## **Personal Information under the Freedom of Information and Protection of Privacy Act (FOIP Act) and Process for Filing Applications and Submissions**

The FOIP Act regulates the use of personal information and applies to both electronic and paper records. In the course of Alberta Utilities Commission (AUC or Commission) work, we may receive and process personal information. The personal information is primarily confined to facility and needs applications but could be found in other types of applications considered by the AUC. The AUC's policy is to fully comply with the FOIP Act and any related legislation.

The AUC is enhancing its application processes to ensure that personal information collected by the AUC is used in a way that meets the Commission's statutory responsibility to conduct transparent, public proceedings while protecting personal information from immediate internet access. Personal information for the purposes of this bulletin is defined in section 1(n) of the FOIP Act and attached as Appendix 1 to this bulletin.

Changes to the AUC's electronic information systems will be implemented on Saturday, March 20, 2010. Training is being provided to stakeholders prior to implementation. Training dates and registration instructions can be found in Appendix 2 to this bulletin.

Participants are expected to use personal information only for the purposes of the proceeding, and ensure it is adequately safeguarded and securely destroyed. These documents will only be available electronically for 120 days following application disposition.

Please be advised that the AUC's Digital Data Proceeding System is now almost universally used for all applications processed by the AUC. Applicants will continue to make their initial application submission and subsequent application attachments through the Digital Data Submission (DDS) system utilizing the "Submit Application" menu. On receipt, the AUC will create a proceeding and a related proceeding ID number. Applicants and interveners will be asked to direct any proceeding submissions through the "Participate in a Proceeding" menu on Digital Data Submission. The public record will be accessible via the Proceeding Search system available through the AUC's website, with some restrictions which will be discussed at the training sessions.

Documents that are not available for downloading from Applications Search or Proceeding Search can be requested from the AUC's Information and System Services at:

Telephone: 780-427-9362

Fax: 780-527-6970

Email: [info@auc.ab.ca](mailto:info@auc.ab.ca)

**Further information:**

For questions or concerns regarding this bulletin or other FOIP Act matters, email Holly Lee at [holly.lee@auc.ab.ca](mailto:holly.lee@auc.ab.ca), or call 403-592-4376.

*Original Signed by Bob Heggie*

Robert D. Heggie  
Chief Executive

## **Appendix 1**

### **Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25**

#### Section 1 (n)

Personal Information means recorded information about an identifiable individual, including:

- (i) the individual's name, home or business address or home or business telephone number,
- (ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- (iii) the individual's age, sex, marital status or family status,
- (iv) an identifying number, symbol or other particular assigned to the individual,
- (v) the individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
- (vi) information about the individual's health and health care history, including information about a physical or mental disability,
- (vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,
- (viii) anyone else's opinions about the individual, and
- (ix) the individual's personal views or opinions, except if they are about someone else.

## Appendix 2

### IT Training Sessions

<b>AUC Edmonton Office 10th Floor, 10055 - 106 St.</b>	March 10, 2010	9:00 am – Noon	Hearing Room
	March 16, 2010	1:30 pm – 4:30 pm	Hearing Room
<b>AUC Calgary Office 400, 425 – 1 St. S.W.</b>	March 11, 2010	1:30 pm – 4:30 pm	Room 498
	March 18, 2010	9:00 am – Noon	Room 498

To register for one of the above sessions, please email the following information to [Filings@auc.ab.ca](mailto:Filings@auc.ab.ca):

- Session location
- Session date
- Session time
- Name
- Company or organization name, if any
- Telephone number and or email address

To register by telephone, please call 780-427-9362.