Manual Part: Human Resources (HR)	Policy Number: HR37PO	Alberta Policing Standards:

Employee Record of Personal Information Policy

Purpose:

To provide guidance on maintaining basic information about EPS employees.

Statement of Principle:

All EPS employee information and records are maintained in compliance with *Protection of Privacy Act* (*POPA*) and *Access to Information Act* (*ATIA*) requirements.

Policy Statement:

To protect police personnel in the privacy of their homes, addresses, telephone numbers, or other personal information concerning members may only be released upon approval by the Superintendent/Executive Director i/c Human Resources Division or designate. However, it is not intended to restrict:

1. the present practice of having off-duty members contact citizens wishing to communicate with them, or
2. the release of information to people, or government, or civic agencies entitled to it.

Review:	Revision Date:	No.:
	2025 July 21	
Cyclical Review Completed	2025 September 04	

Related Information:

Additional Info:	Alberta Access to Information Act Alberta Protection of Privacy Act