



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.