

# Tenant Assistance Policy Compliance with the Freedom of Information and Protection of Privacy Act

Tenant Relocation Coordinator, please use this form when collecting tenant information for the purpose of providing the assistance required by the District of Saanich's Tenant Assistance Policy. Ensure the form is signed by the Rezoning Applicant, the Tenant Relocation Coordinator, and the Tenant and retain for your records.

## BACKGROUND

The District of Saanich's (District) Tenant Assistance Policy requires property owners (Rezoning Applicant) to prepare a Tenant Assistance Plan and offer support to eligible tenants in a situation where substantial renovation or redevelopment require vacancy of their current home. Determining how to support individual tenants may involve the collection of personal information.

The Tenant Assistant Plan is authorized under the District of Saanich's Tenant Assistance Policy. The collection of personal information is authorized under section 26 (c) and (e) of the Freedom of Information and Protection of Privacy Act (FIPPA).

## TENANT PERSONAL INFORMATION

- The Rezoning Applicant (via the Tenant Relocation Coordinator) may collect tenant information, including personal information, for the purpose of assisting tenants to find new, suitable, rental housing.
- The tenant's information will only be used by the Applicant and Tenant Relocation Coordinator for the purposes of helping the tenant as outlined in the Tenant Assistance Policy.
- Some tenant personal information may be shared with District staff for the purposes of administering the Tenant Assistance Plan, and to evaluate the success of the program.
- The tenant personal information collected may include:
  - current unit number, unit size, length of tenancy, rent, and
  - additional information regarding tenant needs related to securing new housing and moving, such as preferred location, rent level, unit size, mobility needs, pet needs, etc.

## REZONING APPLICANT AND RELOCATION COORDINATOR INFORMATION

The Applicant and Tenant Relocation Coordinator are responsible for personal information under privacy legislation.

- **Collection:** Limit the collection of personal information for the specific purpose of helping tenants find new, suitable accommodations.
- **Use and disclose personal information:** Use or share personal information only for the purpose for which that information was obtained or compiled, or for a use consistent with that purpose. For example, to:
  - provide assistance as required by the Tenant Assistance Policy
  - share information with the District to administer the Tenant Assistance Plan
- **Accuracy and Correction:** Make "every reasonable effort" to collect accurate personal information.
  - When tenants provide information, confirm it is correct.
  - Individuals have a right to ask your organization to correct their personal information if they believe that your records contain errors or omissions.
- **Protection:** Use reasonable physical, administrative, and technical safeguards to protect personal information from unauthorized access, collection, use, disclosure, copying, modification or disposal or similar risks. For example, password protecting tenant information, keeping it separate from other information, keeping it in one location, limiting access (need to know basis) and not sharing it unencrypted, locking file cabinet, restricting access to the information.
- **Retention:** Retain personal information for as long as it is operationally required, minimally one year. Under the Tenant Assistance Policy, it can only be kept for one year after a decision has been made and implemented regarding tenant assistance. After that, any records containing personal information must be destroyed so they cannot be reconstituted and the personal information in Appendix A must be aggregated so that specific individuals cannot be identified.

**Applicant:** I have read and understand my responsibilities with regard to compliance with FIPPA as explained above.

Signature:  Print Name:  Date:

**Relocation Coordinator:** I have read and understand my responsibilities with regard to compliance with FIPPA as explained above.

Signature:  Print Name:  Date:

**Tenant:** I have read and understand my responsibilities with regard to compliance with FIPPA as explained above.

Signature:  Print Name:  Date: