

SUBJECT: PRIVACY POLICY FOR 2026 GENERAL ELECTION – CANDIDATES, POLITICAL PARTIES AND ELECTOR ORGANIZATIONS	
DATE OF ISSUE: July 31, 2026	ORIGIN: Legislative and Protective Services
REVISION DATE:	REFERENCE: <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> <i>Elections Act</i> Freedom of Information and Protection of Privacy Policy 1/F01 Privacy Management Policy 1/F01 Information Management Policy 1/IM Corporate Records Management Bylaw, No. 9404 Privacy Policy For Elections

PURPOSE

The District of Saanich is having a municipal election on October 17, 2026 to elect:

- One (1) Mayor,
- Eight (8) Councillors,
- Two (2) Greater Victoria School District No. 61 Trustees, and
- Two (2) Saanich School District No. 63 Trustees.

Municipalities can use the Provincial Voters List for the purpose of planning and administering local government elections. In accordance with Section 275 of the *Election Act*, all individuals and organizations who wish to access personal information available under the *Election Act* in records held by Elections BC must first file a declaration in accordance with the privacy policy with the Chief Electoral Officer (BCCEO). This includes, but is not limited to, registered political parties, candidates and elector organizations for provincial elections. The policy will remain in effect until six months after the 2026 General Local Election.

The purpose of the Privacy Policy for Elections (“the policy”) is to ensure Personal Information collected from Elections BC by the District of Saanich (“the District”) is disclosed to candidates and is used in accordance with the Section 275 of the *Election Act*.

The policy has been developed in accordance with British Columbia’s *Freedom of Information and Protection of Privacy Act* (“FIPPA”), which sets out rules for how public bodies can collect, use and disclose Personal Information.

Personal Information: means recorded information about an identifiable individual other than contact information as set out in FIPPA and refers only to Personal Information disclosed or to be disclosed by Elections BC to the District pursuant to section 275 of the *Election Act*.

SCOPE

This policy applies to the signatory indicated on the Declaration page and all individuals or entities representing or working for them on a paid or unpaid basis who may have access to Personal Information ("Recipient of Personal Information").

The policy applies to Personal Information contained in the Provincial Voters List disclosed by Elections BC to the District of Saanich under the *Election Act*.

PERSONAL INFORMATION COLLECTED

The Provincial Voters List (PVL) contains the following Voter Records Information (VRI):

- Surname
- Given Name
- Initials
- Date of Birth
- Gender
- Street Name
- Residential Street Name Key
- Building Number – Numeric
- Building Number - Alpha
- Apartment Number
- City of Residence

RESTRICTIONS ON USE

All Recipients of Personal Information must comply with this privacy policy, the Electoral Purposes for Access to and Use of Personal Information Regulation and the requirements under Section 275 of the *Election Act* to

- only use the Personal Information for the purposes of the *Election Act* and provincial electoral purposes, and
- not use the Personal Information for commercial purposes. Electoral purposes includes: communicating with voters, including soliciting for campaign support and political contributions, and recruiting party members. Recipients of Personal Information must not disclose Personal Information to any individual or entity to whom this policy does not apply.

RESPONSIBILITIES

Chief Election Officer: manages the policy.

All Recipients of Personal Information: are responsible for the security and integrity of Personal Information and shall safeguard such Personal Information against accidental or unauthorized access, disclosure, use, modification and disposal.

SECURITY

All individuals or entities with access to, or a copy of, Personal Information must take reasonable precautions to protect the security and confidentiality of the Personal Information.

Reasonable precautions include the following:

Administrative measures

- Procedures to protect the privacy and security of Personal Information,
- Staff training on privacy,
- Limiting access to information to a “need to know” basis and based on the reliability of individuals having access to the Personal Information, and designating a person who will be responsible for implementing privacy safeguards,
- All physical documentation containing Personal Information for active files is retained in a secure (locked) filing cabinet and accessible to authorized employees only.

Technical measures

- passwords, audit trails, encryption, firewalls and other technical security safeguards to minimize the risk of unauthorized individuals accessing Personal Information.

Physical measures

- restricting access to areas where Personal Information is stored.

DISPOSITION OF PERSONAL INFORMATION

All recipients provided Personal Information for the purposes of the General Local Election will return all digital and/or physical records and/or copies to the District of Saanich, Legislative Services Division no later than November 17, 2026. The records will be securely destroyed in accordance with the District of Saanich’s Records Classification and Retention Schedule and the *Local Government Act*.

TRACKING OF DISTRIBUTION

If the signatory provides any other individual or entity representing or working for them, on a paid or unpaid basis, with access to, or a copy of, Personal Information, the following information must be tracked and retained:

- The date of provision of access or distribution.
- Who the Personal Information was provided to.
- What Personal Information was provided (e.g., list of voters for Saanich electoral district, nomination documents, etc.).
- How the Personal Information was provided (e.g., access to database, provision of electronic copy of record, provision of paper copy of record, etc.).
- Confirmation that the individual or entity has read this policy and agrees to be bound by it.
- Confirmation of the date the Personal Information was returned or destroyed.

LOSS OR THEFT OF INFORMATION OR AUTHORIZED ACCESS

In the case of loss or theft of, or unauthorized access to, Personal Information, the following procedures must be followed:

- The breach should be contained and the source of the breach identified.
- The loss, theft or unauthorized access must be reported to the Chief Election Officer and the Information and Privacy Commissioner. Affected individuals must also be notified if certain risk factors are present.
- All Personal Information lost must be retrieved, if possible.
- The circumstances that led to the incident must be documented.
- Internal policies, processes and procedures must be reviewed to prevent future incidents.
- See the Breach Notification Assessment Tool in the Office of the Information and Privacy Commissioner guidance document Privacy Breaches: Tools and Resources

COMPLIANCE AUDITS

Elections BC may conduct a compliance audit of any individual or entity to whom this policy applies, whereby it may inspect and review the policies, procedures and practices that relate to the Personal Information. This includes documents that must be retained under this policy.

DURATION AND TERMINATION

This Privacy Policy comes into effect when it is accepted by Elections BC and shall remain in effect until six months after the 2026 General Local Election, or this policy is superseded by a subsequent Privacy Policy.

**PRIVACY POLICY FOR 2026 GENERAL ELECTION – CANDIDATES, POLITICAL PARTIES
AND ELECTOR ORGANIZATIONS****DECLARATION**

This privacy policy must be signed by the candidate.

I, the undersigned, hereby declare that:

- I understand and will abide by this privacy policy in accordance with District policies, bylaws and with the Freedom of Information and Protection of Privacy Act as submitted, and*
- I understand that the Election Act provides significant penalties for making a false or misleading statement or for improper use of personal information.*

Candidate's Name

Witness' Name

Candidate's Signature

Witness' Signature

Date (YYYY-MM-DD)

Date (YYYY-MM-DD)

This collection of personal information is authorized under the Local Government Act, Community Charter, Election Act and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for administrative purposes. Questions related to privacy protection can be directed to the District's Privacy Officer at: 770 Vernon Ave, Victoria BC V8X 2W7, t.250-475-1775, e.foi@saanich.ca