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1. Policy Objective

1.1. Purpose

The Town's website contains personal information collected and maintained for the purpose of creating records that are available to the general public (e.g. Committee/Council material and minutes of public meetings).

Although most personal information collected by the Town is used and disclosed in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), personal information that is collected as part of a public meeting of Council, Committees of Council, or other statutory public meeting is not subject to the privacy rules established in MFIPPA and remains part of the public record of that meeting.

It is recognized that there may be occasions where it is appropriate to redact personal information from public records that are posted on the Town's website. The Redaction of Personal Information from Public Records Policy defines the principles and process used for addressing such requests.

1.2. Guiding Principles

The Town strives to strike a balance between the need and obligation to provide transparent and accountable governance, and necessary protections for the disclosure and protection of personal information and the privacy of individuals.

2. Scope

2.1. This procedure applies to personal information submitted to the Town of Ajax or to its Council directly in relation to matters being considered at a public meeting of Council or at one of its Committees.

2.2. This procedure does not apply to personal information contained in audio and/or video recordings of Council/Committee meetings which are open to the public.

2.3. Definitions and Abbreviations

Personal information is defined in section 2 of MFIPPA as recorded information about an identifiable individual, including but not limited to, address, phone number or email address.

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2.4. Responsibilities

The Legislative and Information Services Department holds overall responsibility for this Policy and its procedures. The Manager of Legislative Services/Deputy Clerk is the primary point of contact.

3. Procedure

3.1. Guidelines

3.1.1. Application Requirements

a) Written Request

On written request from an individual using the Request for Redaction of Personal Information form, the Town will consider redacting from any document that is posted to the website:

1. house number or apartment number (save and except statutory requirements);
2. email address; and
3. telephone number; and
4. signature.

All other personal information will remain in the absence of detailed and compelling evidence to justify its removal.

b) Identify the Information

The individual must identify with particularity the appearance of their information by meeting date and/or by specifying the entry or entries (e.g. paragraph number 'x' on page number 'y', or screen shot with highlighted portion of text).

c) Provide Detail

The written request must be accompanied by detail as to the potential or actual harm resulting from the information remaining available on the Town's website within the public record.



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3.2. Criteria

The Town will consider all requests on an individual basis, however a blanket request to remove information or a suggestion of harm that is so general as to apply to anyone will not be considered.

The Town will consider any evidence provided by the individual that they have, prior to submitting their personal information, taken steps to limit access to this information through public means.

The Town will also consider the nature of the information posted, the presence or absence of statutory provisions requiring disclosure of the information, and the availability of solutions that promote both public transparency and necessary personal privacy protection.

In the absence of compelling evidence, the Town will not consider redacting any personal information that is required to be submitted and made available to the public under a specific provincial statute.

Should the Town determine that redaction of personal information is appropriate based on an application, the information will only be redacted from the Town’s online version of the public record. Official records of public meetings shall remain un-redacted in accordance with the requirements of provincial legislation.

3.3. Redacted Information and Internet Search Engines

If the Town amends its website content as a result of a request from an individual, the Town will not take any further action regarding the redaction of the information from any other source, including appearances in online search tools. Any further action of this nature must be undertaken by the individual

3.4. Proactive Redaction of Personal Information

At the discretion of the Town Clerk or their designate, personal information may be proactively redacted from materials submitted to the Town in relation to matters under consideration at a meeting of Council or one of its Committees prior to their publication on the Town’s website, if in the opinion of the Town Clerk or their designate such redactions do not detract from the substance of the submission. In such cases, unredacted versions of all submissions will be maintained as part of the official record.