

Summer Village of Val Quentin

Privacy Officer Designation

Purpose

The purpose of this document is to formally designate the individual responsible for overseeing privacy compliance for the Summer Village of Val Quentin in accordance with the Protection of Privacy Act.

Public bodies are required to designate or identify a **Privacy Officer** responsible for ensuring compliance with the Act and the municipality's Privacy Management Program.

Privacy Officer

The **Chief Administrative Officer (CAO)** is designated as the **Privacy Officer** for the Summer Village of Val Quentin.

Responsibilities of the Privacy Officer

The Privacy Officer is responsible for:

- overseeing compliance with the Protection of Privacy Act;
- administering the municipality's Privacy Management Program;
- responding to requests for access to records;
- responding to requests for correction of personal information;
- investigating privacy complaints;
- managing and documenting privacy breaches;
- ensuring appropriate safeguards are in place to protect personal information;
- coordinating privacy training for employees and contractors;
- coordinating Privacy Impact Assessments where required;
- serve as the primary point of contact for privacy inquiries and concerns;
- support the creation, implementation, and maintenance of privacy policies and procedures;
- ensure the municipality adheres to POPIA and overseeing the management of the PMP;
- establish and regularly revise program controls (policies, procedures, etc.);
- develop and deliver employee training and education;
- document, monitor, and audit the implementation of the PMP; and
- represent the public body during investigations by the Office of the Information and Privacy Commissioner (OIPC).

Authority

The Privacy Officer has the authority to:

- request information from municipal departments necessary to respond to privacy matters
- investigate privacy incidents
- implement privacy safeguards and procedures; and
- provide guidance to employees regarding privacy obligations.

Contact Information

Privacy Officer

Chief Administrative Officer

Municipality: Summer Village of Val Quentin

Address: PO Box 3115, Spruce Grove, AB T7X 3A4

Phone: 780 668 3182

Email: cao@valquentin.ca

Effective Date

This designation takes effect upon adoption of the Summer Village of Val Quentin Privacy Management Program.

Approved By

Chief Administrative Officer

Municipality: Summer Village of Val Quentin

Signature: _____

Date: Wednesday, May 20, 2026