



# **Policy Wise**

## **for Children & Families**

---

**LAW & GOVERNANCE OF  
SECONDARY DATA USE**



How can our  
**Data**  
add value?

Measure and inform operational aspects such as human resources and financial planning.

---

Proactively identify issues or gaps in service.

---

Measure and articulate impact to clients and funders.

---

Share information with partners to evaluate collective impact.

---

## What are good policies to have in place?

Having policies in place shows an organization's commitment to good data stewardship. Data policies should describe: the safeguards in place, the access processes, the monitoring and audit processes for compliance, client consent guidelines, and how reasonableness is interpreted for the context. Roles and responsibilities of staff, including identifying a responsible Privacy Officer (and contact for clients) will help the organization address these complex issues. Thoughtful and context-relevant data policies builds trust with funders and clients, and gives staff clear guidance.

## What is personal information?

A broad theme in privacy legislation is the protection of individual's information and identity. While names and addresses are obvious examples of personal information, it is important to consider that other facts about a person can identify them. Identification risk is not a black-and-white issue and is dependent on the situation. Protecting individuals builds trust in the organizations, evaluators and researchers.

## Do you have funders with whom you have a governance relationship?

A funder may have some ownership or responsibility for the data that your organization collects. A NFP may be a contractor, a grant recipient, or another relationship. Clarity around authority and stewardship of that data will be important in determining who needs to be at the table to talk about its use. Engagement of stakeholders is key to good data stewardship.

## What are good policies to have in place?

While not exhaustive, the Health Information Act(HIA), the Freedom of Information Privacy Act(FIPA) and the Personal Information and Privacy Act(PIPA) are the key legislation to consider first. Many non-profit entities do not fall under the jurisdiction of these legislation, but you may if you:

Provide health services or are affiliated with the healthcare system (HIA)

Are part of a public body, or conduct work on behalf of one (FOIP)

Are a commercial organization or conduct activities of a commercial nature (PIPA)

And a NFP may be exempt from PIPA under certain cases. And remember, more than one may apply. Understanding of which law(s) apply will allow informed decisions on how to be in compliance.

## Where do I find more information?

You are not alone! The Government of Alberta has published an Information Sharing Strategy (<http://www.humanservices.alberta.ca/department/information-sharing-strategy.html>) to guide the activities of Government and partners. The Office of the Information Privacy Commissioner (<https://www.oipc.ab.ca/>) has online resources, and can be approached for specific questions. And of course SAGE, an initiative of PolicyWise for Children and Families is working with community NFP partners to navigate (<http://policywise.com/initiatives/sage/>).

## CONNECT WITH US



[POLICYWISE.COM](https://www.policywise.com)



780-944-8630



[INFO@POLICYWISE.COM](mailto:info@policywise.com)



**Policy Wise**  
for Children & Families