



PRIVACY POLICY MANAGEMENT FRAMEWORK

Elections Yukon recognizes the confidential nature of elector information. This information is exclusively used for electoral purposes only. No information will be disclosed by Elections Yukon unless allowed in accordance with electoral purposes, as authorized by law, or consented to by the individual.

Elections Yukon's privacy management framework enables Elections Yukon to manage the privacy of personal information that it collects, uses, discloses and holds in the course of performing its statutory functions. The framework is to reviewed at least every two every two years.

Executive Support

The Chief Electoral Officer and Elections Yukon's senior management team have endorsed this plan and are committed to its implementation.

Privacy Officer

The designated privacy officer has overall authority for monitoring privacy management and compliance. The Assistant Chief Electoral Officer is appointed as Privacy Officer.

Training

All headquarters staff (permanent and temporary) will receive privacy training as part of the new employee orientation package. Additionally, all full time staff are required to attend a privacy training orientation.

Temporary staff working in district electoral offices, including Returning Officers and Assistant Returning Officers, will be required to complete a privacy training module.

Training for supervisors, revising agents, and temporary poll officials working in voting places will include instructions for the appropriate use and management of personal information.

Privacy Management Policies

Elections Yukon privacy management policies are designed and implemented to support Elections Yukon's privacy compliance and management. Policies and associated processes and documentation are periodically reviewed and updated as necessary to ensure they remain current and comprehensive.

Elections Yukon also complies with external privacy policies established in the Office of the Privacy Commissioner security policy where the policies do not contravene the *Elections Act* or compromise the independence of the Chief Electoral Officer as an independent Officer of the Legislature.

Collection Notices

In accordance with the *Access to Information and Protection of Privacy Act*, Elections Yukon informs individuals from whom we collect personal information, at the time of collection, either verbally or in writing, of the purpose for collecting it, the legal authority for collecting it, and how to contact Elections Yukon's Privacy Officer.

The information will be used to administer provisions under the *Elections Act*. Questions can be directed to: Privacy Officer, Elections Yukon 1-867-667-8683, privacy@electionsyukon.ca or Privacy Officer, Elections Yukon at PO Box 2703 Whitehorse, Yukon Y1A 2C6.

Privacy Risk Assessments

Elections Yukon considers privacy risks and uses the designated preliminary privacy risk assessment and privacy impact assessment tools when a new event, project, activity or system that collects, uses, or discloses personal information is being planned.

Personal Information Inventory

Elections Yukon maintains a personal information inventory to document the specific authorities for the collection, use and disclosure of the kinds of personal information it holds and uses.

Service Provider Management

Service providers are required to abide by the Privacy Protection Declarations with Elections Yukon when the agreement involves personal information.

Privacy Breach Protocol

Given the varied nature of information incidents or privacy breaches, no "one-size fits-all" response is possible, and actions are proportional and appropriate to each incident.

Records Management

Elections Yukon manages records, including records containing personal information, including administrative and operational records. The *Elections Act* and *Archives Act* provides for the retention schedules of documents and describe what must be done with records at the end of the retention period.

Transparency

Elections Yukon strives to be open and accountable about our privacy policies and practices. For further information, visit the Elections Yukon website at www.electionsyukon.ca

Contact

For privacy questions or concerns, contact Elections Yukon's Privacy Officer: privacy@electionsyukon.ca