

# Assessment of Access and Privacy Impacts

OIPC Disclosure of Compensation  
Information under the *Public Sector  
Compensation Transparency Act*

June 2016



Office of the Information and  
Privacy Commissioner of Alberta

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## **A) OVERVIEW**

On December 11, 2015, the *Public Sector Compensation Transparency Act* (PSCTA) became law. This document was prepared to ensure that the Office of the Information and Privacy Commissioner (OIPC) has adequately considered legislative requirements and privacy and access to information best practices before making compensation information publicly accessible under the PSCTA and the *Public Sector Compensation Transparency General Regulation* (PSCTGR).

### **1. What is the business rationale for the project?**

As an Office of the Legislature, the OIPC meets the definition of “public sector body” in section 1 of the PSCTA, and is therefore subject to this Act. The PSCTA requires the Office to post on its website certain information of its employees if their compensation meets certain criteria established by the PSCTA.

### **2. Who is involved in project delivery, both inside and outside the organization?**

The disclosure of compensation information under the PSCTA exclusively involves employees of the OIPC, specifically the Human Resource area, the FOIP Coordinator, and the Communications Manager. Employees from the area of Knowledge Management are involved to support the publication of the information on the OIPC website.

OIPC employees whose compensation exceeds the threshold set in the PSCTA are involved to the extent that they may ask the Minister to be exempted from the disclosure of their compensation information where disclosure could unduly threaten their safety.

### **3. Where will personal information be published?**

The compensation information disclosed under the PSCTA consists of identifying information that is personal information under the FOIP Act, as it is information about compensation and non-monetary benefits associated with identified individuals. The relevant pieces of personal information are retrieved from OIPC’s payroll and HR system they are stored in, and then compiled into a new dataset for publication on the OIPC’s website.

### **4. Why does the project need to disseminate the specific information elements to achieve its objectives?**

This initiative is undertaken in order to meet the requirements of the PSCTA, which legislates the dissemination of the personal information of those OIPC employees whose total compensation meets the threshold set in the PSCTA.

**5. Why does the project need to disclose the information to achieve its objectives?**

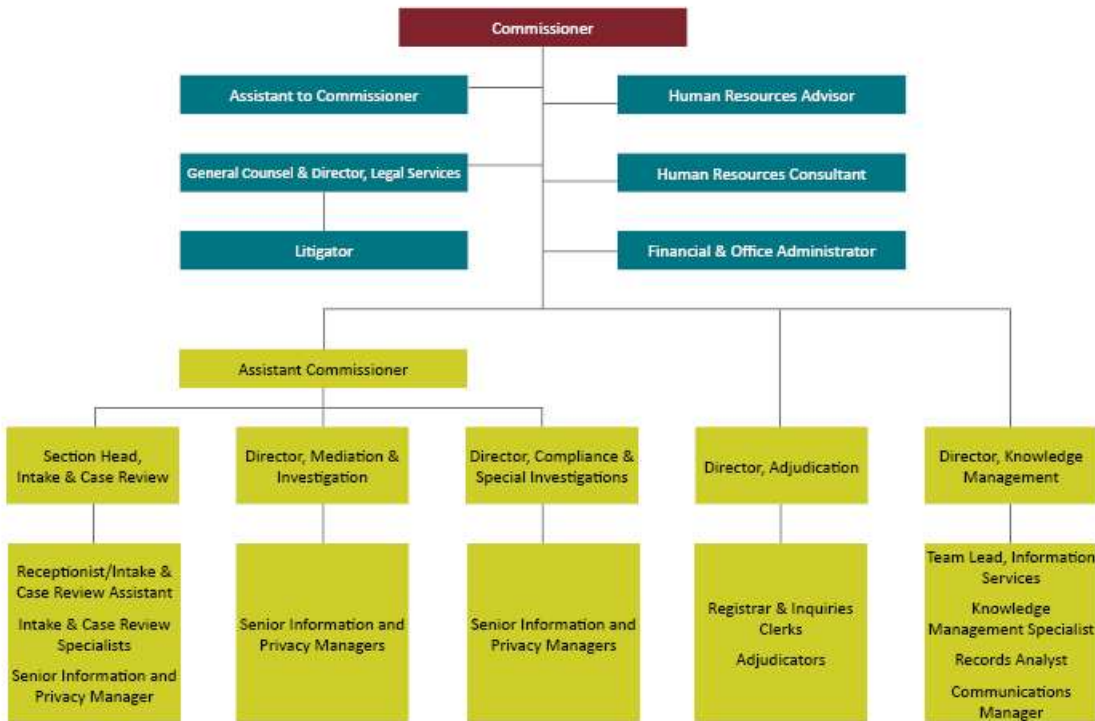
The OIPC will disclose only the amount of personal information required to meet the requirements of the PSCTA.

**B) ACCESS MANAGEMENT**

**1. Management Structure**

The Office of the Information and Privacy Commissioner is a public body under section (1)(p)(vi) of the FOIP Act. In addition, the Commissioner is an Officer of the Legislature under section (1)(m) of the FOIP Act.

In order to meet requirements of the FOIP Act, the OIPC has established policies and procedures and assigned responsibility for ensuring compliance. The OIPC's FOIP Coordinator is designated as the responsible person for the OIPC's compliance with the requirements of the FOIP Act.



*Fig.1: OIPC Organizational Chart (as of June 2016)*

## **2. Policy Management**

The OIPC's FOIP Coordinator oversees the development and implementation of policies and procedures for the Office, which may include contributions from business areas. Policies are approved by the Commissioner.

Once approved, new policies or changes to policies are communicated to all employees via email. Upcoming policy changes are discussed at quarterly staff meetings and implementation of approved policies and procedures is the responsibility of Directors and Section Heads. Ad hoc training sessions are offered to employees as required, depending on the impact of policy changes on operational processes.

## **3. Information Management**

The OIPC has an approved Records Retention Schedule in place that describes all types of records that may be in the Office's custody or control, as well as their prescribed retention periods.

In addition, both an Information Management Directive and Information Management Standards are in place to ensure:

- Information is protected against unauthorized access
- Confidentiality of information is maintained
- Information is not disclosed to unauthorized persons through deliberate or careless action
- Integrity of information is maintained through protection from unauthorized modification or destruction
- OIPC information technology assets are used appropriately
- Information is available to authorized users when needed
- Legislative requirements are met
- Information security training is given to all staff
- All breaches and suspected weaknesses are reported and investigated

## **4. Proactive Disclosure Policy**

The OIPC supports a culture of information transparency and openness. With respect to the OIPC itself, the office has proactively disclosed the travel, vehicle and hosting expenses of the Commissioner since 2008. Effective December 2012, the scope of public disclosure was expanded to include the travel and hosting expenses of the OIPC's FOIP Coordinator and the Directors, reported on a bi-monthly basis. Open government and open data have also figured prominently in the OIPC's strategic business plans, most recently in the 2016-2019 Strategic Business Plan.

This policy outlines the OIPC's ongoing commitment to facilitate, where possible, open government and open data initiatives with respect to the information the OIPC holds.

## **5. Training and Awareness**

The OIPC requires all new employees to sign an acknowledgement that they have read and understand the Information Management Directive and Information Management Standards.

Employees are required to go through this process every three years.

Under the Information Management Directive and Information Management Standards, employees of the OIPC are also required to identify training opportunities annually in their Performance Agreement.

A revision of the Information Management Directive and Information Management Standards was initiated a few months ago, and is still underway as of June 2016.

## **C) PROJECT ANALYSIS**

### **1. Information Listing**

The OIPC Disclosure Procedures lists the following information elements for the disclosure:

- Employee first and last name
- Position or appointment last held by the employee during the previous year
- Amount of compensation provided to the employee during the previous year
- Amount or value of all non-monetary benefits provided to or in respect of the employee during the previous year
- Amount of severance, if any, paid to the employee or to which the employee became entitled during the previous year
- Public sector body making the disclosure, and
- Year to which the disclosure relates.

Throughout this document, the term “compensation information” refers to the information listed above.

### **2. Information Flow Diagram**

The following diagram shows the flows of information related to the process of compiling, reviewing and releasing compensation information as required under the PSCTA.

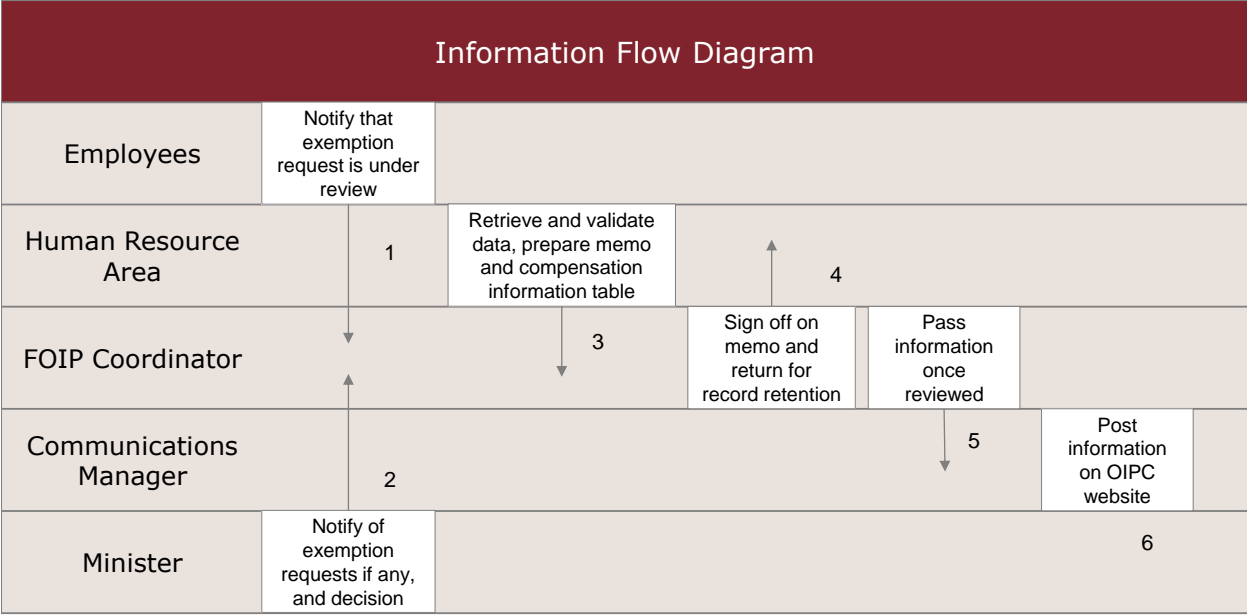


Fig. 2: Information Flow Diagram

**3. Legal Authority Table**

The following table provides details of the legal authority and purpose of each information flow included in Figure 2 above. As noted in section A, the PSCTA came into force on December 11, 2015.

Flow #	Description	Type of Information	Purpose	Legal Authority
1	Employees who apply to the Minister to not have their compensation information disclosed for safety reasons may notify the OIPC’s FOIP Coordinator	First and last name, information about exemption request made to the Minister	Ensuring disclosure process is suspended for employees in question, pending outcome of Minister’s review	OIPC Public Sector Compensation Transparency Policy
2	Minister may exempt the OIPC from certain disclosure obligations on application of employees	Decision about exemption request for any part of compensation information	Ensuring individuals’ exemption rights are respected	PSCTA 6(2)(b) PSCTA 3(2)(a) to (e)

Flow #	Description	Type of Information	Purpose	Legal Authority
3	Human Resources Area retrieves compensation information and prepares it for review by the OIPC's FOIP Coordinator	Compensation information, excluding that of employees who asked for, or were granted an exemption	Preparing and validating the completeness and accuracy of compensation information for disclosure, while ensuring individuals' exemption rights are respected	OIPC Public Sector Compensation Transparency Policy PSCTA 6(2)(b) FOIP 39(1)(a) FOIP 40(1)(h)
4	The OIPC's FOIP Coordinator returns signed memo and compensation information to be disclosed to Human Resources for record-keeping	Compensation information	Documenting the decision made about the disclosure of compensation information	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
5	The OIPC's FOIP Coordinator provides compensation information to Communications Manager for posting on the OIPC website	Compensation information	Enabling the publication of the compensation information on the OIPC website	FOIP 40(1)(h)  OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
6	Communications Manager posts compensation information on the OIPC website	Compensation information	Publishing the compensation information on the OIPC website	PSCTA 3(1) FOIP 40(1)(e)(f)  OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures

Table 1: Legal authorities and purposes table



#### 4. Open Data Principles – Approach to Disclosure

The OIPC has identified guiding principles that have been recognized to underpin organizational best practices for proactive disclosures of information.

##### 1) Scope

The PSCTA clearly defines the scope of its application to all OIPC employees.

As far as the scope of the information to be disclosed goes, it reflects the requirements of section 3(2)(a) to (e) of the PSCTA<sup>1</sup>, as listed under subsection 1 above.

##### 2) Accuracy

The OIPC Public Sector Compensation Transparency Policy and OIPC PSCTA Disclosure Procedures direct that the Human Resources (HR) Area is responsible to gather data from source systems in the custody or control of the OIPC. HR receives a report from Service Alberta, which is used to confirm the accuracy of OIPC payroll information. HR adds any other compensation information that must be reported under the PSCTA, such as the value of professional fees the OIPC pays for, or reimburses to some of its employees.

Once the compensation information proposed for disclosure is compiled and checked for accuracy and completeness, it is provided to the OIPC's FOIP Coordinator who reviews the information and signs off on it.

##### 3) Public Consultation/input

The disclosure of compensation information is undertaken to comply with the requirements of the PSCTA; as such, the public is not given the opportunity to give feedback, or comment on the information disclosed. However, the details outlined by Alberta Justice in the *Technical Guide for Public Sector Bodies*<sup>2</sup> ("the Guide") require public bodies to make available to the public the name and title of a contact person, which will be included with the compensation information.

In addition, the bottom section of every page on the OIPC website includes information to contact the OIPC for questions or comments regarding any of the information available through the website.

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<sup>1</sup> The content of this section is reproduced in Appendix 1, along with other PSCTA provisions referenced in this document

<sup>2</sup> Alberta Justice website, information retrieved on June 3, 2016 from [https://www.justice.alberta.ca/programs\\_services/law/Documents/TechnicalGuide.pdf](https://www.justice.alberta.ca/programs_services/law/Documents/TechnicalGuide.pdf)

#### 4) Transparency

Under the PSCTA, the Minister of Alberta Justice has discretion to grant exemptions to the OIPC for all or some of the compensation information of the OIPC's employees where disclosure could unduly threaten their safety. The guidelines the Minister follows to exercise discretion are publicly available.<sup>3</sup>

In addition, the OIPC Public Sector Compensation Transparency Policy and OIPC PSCTA Disclosure Procedures are attached here as Appendices 5 and 6 respectively, and are available on the OIPC's website.

#### 5) Accountability

The OIPC is required to disclose the compensation information annually under the PSCTA. By policy, the FOIP Coordinator is responsible to ensure that the OIPC meets its obligations and discloses the required information by June 30 each year. Ultimately, the Commissioner is responsible to ensure that the OIPC complies with all aspects of the PSCTA.

#### 6) Accessibility

The compensation information will be made available in a dedicated section of the OIPC website, so as to make it readily accessible to the public. The compensation information will be displayed according to the specifications outlined in the Guide published by Alberta Justice. A sample table from this publication is included as Appendix 3.

#### 7) Timeliness

According to the requirements of the PSCTA, the compensation information must be made available to the public each year by June 30. The OIPC Public Sector Compensation Transparency Policy and OIPC PSCTA Disclosure Procedures reflect this requirement and outline the timelines to follow internally to ensure the information is published in a timely manner.

#### 8) Universality of Use

The compensation information is freely available to the public through the OIPC website. It is made available according to the requirements outlined by Alberta Justice in the Guide. The compensation information will be available both in table form, and as a downloadable dataset in a machine-readable, non-proprietary format.

The OIPC compensation information is released publicly without restriction.

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<sup>3</sup> Alberta Justice website, information retrieved on June 2, 2016 from [https://www.justice.alberta.ca/programs\\_services/law/Pages/PublicSectorCompensationTransparencyAct.aspx](https://www.justice.alberta.ca/programs_services/law/Pages/PublicSectorCompensationTransparencyAct.aspx)

## 9) Primacy and Completeness

The information about compensation and non-monetary benefits that makes up the compensation information is compiled directly from OIPC source systems, and released in a non-aggregated form, which ensures minimum manipulation of the information.

In addition, to ensure completeness, the compensation information from the payroll system is augmented by the value of non-monetary benefits that employees receive, such as payment or reimbursement of membership dues for professional organizations, as applicable to each employee.

## 10) Privacy

All OIPC employees impacted by the disclosure of compensation information received an email from the Commissioner, to inform them that their compensation met the threshold set in the PSCTA, and to ensure they were aware of the process to request an exemption if warranted. A copy of the Commissioner's memo is included as Appendix 2 to this document.

The OIPC Public Sector Compensation Transparency Policy makes clear that compensation information must not contain the information of individuals who requested an exemption, or for whom the OIPC was granted an exemption.

Furthermore, the compensation information is generated through an ad hoc report to only contain the information elements required to be disclosed by the PSCTA, as opposed to starting with a larger dataset that would then be reduced to include only the information that the PSCTA requires be disclosed.

## 11) Permanence

The OIPC website is a permanent and stable location to display the compensation information online. The compensation information will remain available on the OIPC website for at least five years, as required by the PSCTA.

# **D) PROJECT RISKS AND MITIGATION PLAN**

## **1. Risk Mitigation Table**

As part of the disclosure of compensation information under the PSCTA, the OIPC has considered risks inherent to this disclosure of information, and has identified corresponding mitigation measures that reduce these risks.

The following table summarizes the key risks and mitigation measures identified.

Project Risk	Description	Mitigation Measures for Project	Policy Reference
Accessibility	Information released is not readily accessible, not searchable, or not machine-readable	Database added to website backend to enable disclosure of compensation information according to prescribed standards  Information presentation aligned to prescribed standard	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures  Guide
Timeliness	Information is not released in a timely manner	Roles and timelines clearly laid out to ensure compliance with legal requirements	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures  PSCTA s. 3(1)
Universality of Use	Information is released with restrictions or fees attached	Not applicable	Not applicable
Primacy and Completeness	Information released is not complete	Human Resources responsible to ensure completeness of compensation information	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
Privacy	Information of internal parties is released in contravention of applicable legislation or policies	The OIPC's FOIP Coordinator is responsible to ensure compensation information of exempted individuals not disclosed as per policy and procedure	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
Privacy	Information of external parties is released in contravention of applicable legislation or policies	Not applicable	Not applicable

Project Risk	Description	Mitigation Measures for Project	Policy Reference
Permanence	Information is taken down before availability period in legislation or policies is met	The compensation information will remain available through the OIPC website for five years and then be removed	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
Scope	Information released does not conform to scope of intended disclosure	Human Resources responsible to ensure compensation information disclosure threshold is met  The OIPC's FOIP Coordinator is responsible to ensure compensation information of exempted individuals not disclosed	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
Accuracy	Lack of integrity of the information disclosed	Compensation information obtained directly from OIPC source systems  Human Resources responsible to ensure accuracy of compensation information	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures
Public Consultation / input	Public consultation or input not considered	Disclosure mandated by law; public feedback possible through website	PSCTA s. 1 (j)(vi) PSCTA s. 3 PSCTGR
Transparency	Process to release information is not transparent	The disclosure of compensation information is mandated by law, which also sets criteria; published guidelines from Alberta JSG clarify disclosure and exemption criteria  The OIPC Public Sector Compensation Transparency Policy and OIPC PSCTA Disclosure Procedures are published with this document on the	PSCTA  Alberta JSG Guidelines

Project Risk	Description	Mitigation Measures for Project	Policy Reference
		OIPC website	
Accountability	Lack of accountability for information release	Roles and responsibilities assigned	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures

## 2. Privacy Risk Mitigation Table

The disclosure of compensation information under the PSCTA may impact individuals' privacy. This subsection provides an analysis of privacy risks and corresponding mitigation strategies.

Project Risk	Description	Mitigation Measures for Project	Policy Reference
Unauthorized access to, use, or disclosure of personal information by internal or authorized parties	An employee of the OIPC other than HR has access to all OIPC employees' compensation information.	The responsibility to retrieve compensation information is assigned to HR and so does not affect access controls to payroll information	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures  FOIP s. 38
Unauthorized access to, use, or disclosure of personal information by internal or authorized parties	An employee of the OIPC posts compensation information on the website without authorization.	The responsibility to post compensation information is assigned to Communications and so does not affect access controls to the OIPC website	OIPC Public Sector Compensation Transparency Policy  OIPC PSCTA Disclosure Procedures  FOIP s. 38

Project Risk	Description	Mitigation Measures for Project	Policy Reference
Unauthorized access to, use, or disclosure of personal information by external parties	A third party gains access to personal information of OIPC employees beyond the posted compensation information	<p>The posted compensation information is added to the OIPC website through a human intervention</p> <p>The website and payroll system are distinct information systems residing on separate servers</p> <p>There is a segregation of duties for the OIPC employees involved in the disclosure of compensation information</p>	<p>OIPC Public Sector Compensation Transparency Policy</p> <p>OIPC PSCTA Disclosure Procedures</p> <p>FOIP s. 38</p>
Loss of integrity of personal information	The integrity of the personal information of OIPC employees is affected through the disclosure of compensation information	The compensation information is compiled from source data not exposed through this project. Therefore there is no increased risk to this information through this project	<p>OIPC Public Sector Compensation Transparency Policy</p> <p>OIPC PSCTA Disclosure Procedures</p>
Loss, destruction, or loss of use of personal information	The publicly posted compensation information is accidentally or intentionally deleted from the OIPC website	<p>All information on the website is protected by administrative, physical and technical safeguards, including access controls and regular backups</p> <p>A copy of the posted compensation information is kept offline in the HR area</p>	<p>OIPC Public Sector Compensation Transparency Policy</p> <p>OIPC PSCTA Disclosure Procedures</p> <p>Information Management Directive and Information Management Standards</p> <p>FOIP s. 38</p>

Project Risk	Description	Mitigation Measures for Project	Policy Reference
<p>Service provider or business partner accesses, uses or discloses personal information in contravention of applicable privacy legislation or our policies</p>	<p>OIPC website contractors access, use or disclose personal information in relation to the disclosure of compensation information</p>	<p>The compensation information is extracted from source data not accessible to these contractors through this project</p> <p>Contractors are bound to confidentiality through contractual agreements with the OIPC if they get access to compensation information before it is publicly available</p>	<p>OIPC Public Sector Compensation Transparency Policy</p> <p>OIPC PSCTA Disclosure Procedures</p> <p>Information Management Directive and Information Management Standards</p> <p>FOIP s. 38</p>



## **E) POLICIES AND PROCEDURES**

### **1. OIPC Documentation**

Information Management Directive and Information Management Standards

OIPC Proactive Disclosure Policy

OIPC Public Sector Compensation Transparency Policy

OIPC PSCTA Disclosure Procedures

### **2. Other Documentation**

Alberta Justice and Solicitor General PSCTA Exemption Policy and Process for Individuals

Alberta Justice and Solicitor General PSCTA Technical Guide for Public Sector Bodies

## Appendix 1: PSCTA Provisions Cited

### Definitions

**1** In this Act,

- (j) “Office of the Legislature” means
- (vi) the Office of the Information and Privacy Commissioner,

### Disclosure by public sector bodies

**3(1)** Commencing in 2016, on or before June 30 in each year, every public sector body shall disclose to the public and the Minister, in the form and manner determined by the Minister, a statement of remuneration in relation to the previous calendar year in accordance with subsection (2).

**(2)** The statement of remuneration disclosed under this section must provide the following information separately with respect to each employee whose total compensation and severance for the previous year is greater than the threshold referred to in section 1(o)(ii) and with respect to each member:

- (a) the employee’s or member’s name;
- (b) the position or appointment last held by the employee or member during the previous year;
- (c) the amount of compensation provided to the employee or member during the previous year;
- (d) the amount or value of all non-monetary benefits provided to or in respect of the employee or member during the previous year;
- (e) subject to a regulation under subsection (3),
  - (i) the amount of severance, if any, paid to the employee or member, or to which the employee or member became entitled, during the previous year, and
  - (ii) any documents, records or other information set out in the regulations.

### Exemption

**6(2)** The Minister may, in writing,

- (b) on application by a public sector body, or an employee or member of a public sector body, exempt the public sector body from any part or all of the requirement to disclose under this Act in respect of an employee or member of the public sector body if in the opinion of the Minister that disclosure could unduly threaten the safety of the employee or member;

## Appendix 2: OIPC Memo to Employees

The following is the content of the email sent by the Commissioner in May 2016 to OIPC employees whose information was presumed to be subject to disclosure under the PSCTA.

NAME,

As you may be aware, the [Public Sector Compensation Transparency Act](#) was passed in the fall 2015 legislative session. The Act requires public sector bodies, including the Office of the Information and Privacy Commissioner, to publicly disclose salary and compensation information for employees who earned over \$125,000 in 2015. The first disclosure under the Act for public sector bodies is required by June 30, 2016.

You have been identified as an employee who will be affected by the requirements of the Act. Therefore, the OIPC is required to disclose your salary and compensation details by June 30, 2016.

The information about you that will be disclosed includes:

- Name
- Position held and job classification during the previous year
- Base salary
- Monetary [sic] benefits (the details of what is included in this category are still being finalized by the government. We have not yet received the final technical guide, but expect this will include employer-paid pension and benefits)

A day prior to publishing the information on the website, Scott will be able to arrange a demo so you can view how the website will display the information, if you are interested.

### **Exemption Application**

There is a process to apply to be exempt from disclosure requirements, but only where there is a threat to personal safety. The employee must demonstrate the link between the threat and salary disclosure.

Two examples that the government has provided include:

- A long-standing harassment or stalking issue
- Received specific, credible threats against their personal safety, where the disclosure could be linked to the threat

An employee can apply for exemption, or a public sector body can apply on behalf of an employee. The individual exemption application form is [found here](#). If seeking an exemption,

complete and sign the form, and deliver by hand, or scan and email to the following assigned official for legislative offices:

Kim McCrary  
Executive Director, Human Resources  
Executive Branch  
7th fl Federal Building  
9820 - 107 Street Edmonton, AB T5K 1E7  
Phone: 780 427-9234  
Fax: 780 422-4168  
Email: [kim.mccrary@gov.ab.ca](mailto:kim.mccrary@gov.ab.ca)

The Act authorizes the Minister of Justice, or delegate, to accept or deny an application for exemption (section 6(2)).

There is no appeal allowed from a denied exemption. The reapplication deadline for future years' disclosure will be November 15 if an employee's facts or circumstances change (i.e., November 15, 2016 for the June 30, 2017 disclosure).

If you apply for an exemption, you do not need to let the Office know. If an exemption is granted after the Office has made its disclosure by June 30, we will remove that information as soon as possible on the website.

More details on the exemptions process are [found on this page](#). You may also refer to the [Exemption Policy and Process for Individuals](#).

**The deadline for submitting an exemption application is May 18, 2016.**

LeRoy Brower is the OIPC contact responsible to ensure we are compliant with the Act's requirements.

Please feel free to come see me or LeRoy if you have any questions or want to discuss further.

Jill

## Appendix 3: Compensation Information Disclosure Specifications

The following content is from the Technical Guide for Public Sector Bodies

Data in the statement of remuneration is to be displayed in a grid (table) with the following formatting and functions (fields appear in the following order with any non-applicable fields omitted):

- **Public Sector Body** (name of public sector body, can be hidden from the grid if the page is only relevant to a single organization, but must still be present in the CSV or other downloadable data files);
- **Name** of employee or member - formatted as Last Name, First Name (no space between comma and first name);
- **Position** - can be abbreviated for longer position titles;
- **Year** - full four digits;
- **Compensation** - including dollar sign, comma between thousands, in decimal format including two digits for cents; Zeroes are *not* to be used in cases where the number is not yet known or disclosed (a blank cell is to be shown in such cases) but shows as \$0.00 when the amount has been determined to be zero;
- **Other** (non-monetary benefits) - same currency format as compensation;
- **Severance** - same currency format as compensation but shows as \$0.00 when no severance paid;
- **Attachments** (when required) - provided in an ISO 32000-1 compliant PDF format;

## Appendix 4

### OIPC Proactive Disclosure Policy

#### Overview

The principles of openness and transparency and the public's right to access information held by public institutions are fundamental to government accountability and democracy in general. Access to information allows citizens to scrutinize government (and more broadly public sector) decisions and actions and, as a result, to more fully and effectively participate in the democratic process.

Open government and open data initiatives provide opportunities for citizens to have routine access to information about government decision-making, and reduce the burden on formal access to information processes.

The Office of the Information and Privacy Commissioner (OIPC) supports a culture of information transparency and openness. With respect to the OIPC itself, the office has proactively disclosed the travel, vehicle and hosting expenses of the Commissioner since 2008. Effective December 2012, the scope of public disclosure was expanded to include the travel and hosting expenses of the Assistant Commissioner and the Directors, reported on a bi-monthly basis. Open government and open data have also figured prominently in the OIPC's strategic business plans, most recently in the 2016-2019 Strategic Business Plan.

This policy outlines the OIPC's ongoing commitment to facilitate, where possible, open government and open data initiatives with respect to the information in the custody and control of the OIPC.

#### Scope

This policy applies to all information in the custody and control of the OIPC, subject to legal or other restrictions to the disclosure of the information.

This policy applies to proactive disclosures of information the OIPC may make under the authority of section 88 the *Freedom of Information and Protection of Privacy Act* (FOIP Act), or as required by law.

#### Policy Statement

The OIPC is committed to proactively releasing information on OIPC activities on an ongoing basis in accordance with open government principles.

Prior to the proactive disclosure of any information, the OIPC:

- considers all legal or other restrictions to the disclosure of information,
- considers the access to information and privacy implications ,
- ensures that the form and substance of the information disclosed is aligned with open data principles.

### **Responsibilities**

The Commissioner decides what information will be disclosed proactively.

The OIPC's FOIP Coordinator ensures that proactive disclosure of information is considered, assessed and posted to the OIPC's website in accordance with policy, legal and other requirements.

### **Questions**

For more information about this policy, contact the OIPC's FOIP Coordinator.

### **References**

- FOIP Act, section 88
- OIPC Strategic Business Plan 2015-2018

### **Effective Date**

This policy is effective as of June 29, 2016.

### **Review Date**

This policy will be reviewed one year after the effective date, and thereafter as needed.

### **Approval**

Policy approved by: JILL CLAYTON

Date: JUNE 29, 2016

## Appendix 5

### OIPC Public Sector Compensation Transparency Policy

#### Overview

This policy outlines requirements to disclose employee compensation in accordance with the *Public Sector Compensation Transparency Act* (the PSCTA or the Act).

#### Scope

This policy applies to all OIPC employees whose total compensation and severance meet the Act's threshold for disclosure of \$125,000 for the 2015 calendar year, and for subsequent years, this amount as adjusted cumulatively from year to year by a percentage equal to the increase to the Alberta Consumer Price Index.

#### Policy Statement

OIPC will gather data from source systems in the custody or control of OIPC, and disclose employee compensation and severance in accordance with the PSCTA and regulation.

An OIPC employee who feels disclosure could unduly threaten their safety may apply directly to the Minister to seek an exemption from disclosure, as per the PSCTA Exemption Policy and Process for Individuals.

The OIPC will suspend disclosure when notified by the Minister or by an employee that an exemption request has been submitted and is under consideration.

#### Responsibilities

OIPC's FOIP Coordinator is responsible for ensuring the required disclosures are made on the OIPC's website in accordance with the PSCTA and regulation.

OIPC employees are responsible to consider whether disclosure could unduly threaten their safety, and take necessary action to ensure an application is made to the Minister.

OIPC's FOIP Coordinator is responsible for ensuring disclosure is suspended when notified by the Minister or by an employee that an exemption request has been submitted and is under consideration.



## **Questions**

Any questions about the policy should be directed to OIPC's FOIP Coordinator.

## **References**

- PSCTA and regulation
- PSCTA Technical Guide for Public Sector Bodies (GoA)
- PSCTA Exemption Policy and Process for Individuals (GoA)
- PSCTA Disclosure Procedures (OIPC)

## **Effective Date**

This policy is effective as of May 31, 2016.

## **Review Date**

This policy will be reviewed in one year, and thereafter as needed.

## **Approval**

Policy approved by: JILL CLAYTON

Date: JUNE 10, 2016

Attachment: PSCTA Technical Guide for Public Sector Bodies (GoA)  
PSCTA Exemption Policy and Process for Individuals (GoA)  
PSCTA Disclosure Procedures (OIPC)

## Appendix 6

### ***Public Sector Compensation Transparency Act Disclosure Procedures***

#### Information Included in Disclosure

- The employee's name
- The position or appointment last held by the employee during the previous year
- The amount of compensation provided to the employee during the previous year
- The amount or value of all non-monetary benefits provided to or in respect of the employee during the previous year
- The amount of severance, if any, paid to the employee or to which the employee became entitled during the previous year
- The public sector body making the disclosure, and
- The year to which the disclosure relates

#### Disclosure Process

- 1) Human Resource Advisor – by end of May each calendar year
  - Confirm *Public Sector Compensation Transparency Act* (PSCTA) threshold in accordance with the cumulative year to year adjustment based on a percentage equal to the increase to the Alberta Consumer Price Index
  - Gather information through OIPC source human resource/finance systems to complete calculations identifying employees whose compensation meets the PSCTA threshold
  - Produce an excel disclosure table in accordance with the PSCTA Technical Guide for Public Sector Bodies
  - Do not include compensation information for any employee who is known to have submitted a request for an exemption to the Minister for review and consideration, and advise the FOIP Coordinator of any known exemption requests
  - Write a memo to the FOIP Coordinator that seeks disclosure approval and attach the disclosure table that has been produced
- 2) FOIP Coordinator – by end of the second week in June
  - Review the excel disclosure table to ensure it includes information the PSCTA and regulation require to be disclosed, and does not include information that is not required to be disclosed by the PSCTA and regulation
  - Sign off on the memo and return a copy of it and the attached disclosure table to the Human Resource Advisor to maintain a record of the decision
  - Provide excel disclosure table to the Communications Manager for posting to the OIPC website
- 3) Communications Manager – on June 30<sup>th</sup>
  - Post the approved contents of the disclosure table on the OIPC website