

# Privacy and Security Policy

The City of Red Deer collects personal information, including but not limited to name and demographic information, under the authority of the Freedom of Information and Protection of Privacy Act (FOIP) Section 33(c) for the purpose of program evaluation and planning. The data will not be shared beyond The City of Red Deer and the agencies that collected it, where it will be aggregated, analyzed, and reported. The findings will be used to determine overall program effectiveness to improve services for all participants, and completion of the demographic and survey data is voluntary. If you have any questions, contact the Social Planning Manager, Tricia Hercina at 403-309-8592.

The City of Red Deer recognizes that the privacy and confidentiality of a person's personal information is important. We are strongly committed to maintaining the privacy of your personal information and the security of the computer systems on which this site operates. Information on SmartSimple's Privacy and Security Policy can be found [here](#).

Our security administrator and FCSS administrative staff are also bound by obligations of confidentiality and trained in the protection of personal data. We will take all reasonable steps to comply with the Legislation and use the appropriate technical and organisational measures necessary to safeguard your personal data.

## User Responsibilities

By using this system, you agree that you will:

1. Respect and maintain the confidentiality of information received in the course of your duties.
2. Not use confidential or "insider" information from the system for personal benefit.
3. Not knowingly make false or misleading statements or allegations.

By logging into this system, you agree that you will:

4. Be accountable for all actions performed with your login credentials.
5. Access the system only with the login credentials assigned to you.
6. Access the system only for the intended business purpose.
7. Log out or lock your workstation when unattended.
8. Not share your login credentials.