



APPLICATION FOR COUNCIL INNOVATION FUND

CC 941 (R2019-10)

*** Be sure to save your completed document to your desktop before you print and/or email the form for submission so you do not lose your content. Please email your desktop copy and other attachments to the CFOD Administrative Assistant (see Contact Information on the CFOD myCity page for details), who will confirm receipt.**

Date of Submission

2020-01-13

Name of Project

City of Calgary Citizen Privacy Data Practices

Sponsoring Councillor

Councillor Diane Colley-Urquhart

Applicant Name

Laura Kennedy Director/City Clerk/FOIP Head

Applicant Contact Number

(403) 268-5848

Include area code, no spaces

Applicant Business Unit or Name of Organization

City Clerk's Office

Affected Business Units and/or Departments

City Clerk's Office

Amount of Funds Requested - please attach budget breakdown details in an attachment

\$75,000.00

Draft PFC cover report attached

Yes No

Please list supporting documents provided.

PFC Cover Report; and
Attachment 3 - Privacy Framework Engagement Plan Overview

Applications for the Council Innovation Fund are to be submitted to the Chief Financial Officer Department (name of person) no later than six (6) weeks in advance of the targeted Priorities and Finance Committee (PFC) meeting date.

Only completed applications supported by a PFC cover report will be submitted for placement on the PFC agenda. The PFC will review the report and proposal and provide their recommendation to Council. The recommendation and report will then be forwarded to Council at their next scheduled meeting.

Provide a summary description of the project to a maximum of 2 pages.

At the 2019 April 29 Combined Meeting of Council, Council adopted Councillor Diane Colley-Urquhart's Notice of Motion (C2019-0590), *City of Calgary Citizen Privacy Data Practices*, directing the Chief Security Officer/Chief Information Security Officer, the Chief Information Technology Officer, Chief Human Resource Officer and the City Clerk in consultation with appropriate City staff and leading external privacy experts to (a) provide an analysis of The City's current privacy practices; and (b) develop a visible, accessible and overarching strategic Privacy Framework associated with digital infrastructure ('Smart Cities') and a Workplan for implementation for Council consideration, including but not limited to:

- i. privacy vision, privacy principles and a privacy charter;
- ii. privacy statement aligned with existing statutory obligations and privacy best practice more broadly;
- iii. privacy awareness, for both City employees and citizens;
- iv. operational privacy toolkit;
- v. privacy auditing and review processes;
- vi. merits of having a Chief Privacy Officer;
- vii. Privacy Complaints Management; and
- viii. Digital tools that assist with tracking and managing City projects involving data collection, use and disclosure - particularly where personal information is involved.

Identify how this project meets the criteria as outlined in the Terms of Reference for the Council Innovation Fund.
Please attach additional information as required.

The project meets the following criteria as outlined section 2 of the Terms of Reference for the Council Innovation Fund:

(a) meets the innovation definition: the outcomes of the external audit and city-wide engagement will translate into improved services and processes for the public and City employees;

(b) supports Council's priorities: (1) well-run city: "Calgary's government is open, responsible, accountable and transparent, delivering excellent services at a fair price. We work with our government partners to ensure we have the tools we need"; and (2) Notice of Motion (C2019-0560), which provides that "there is a strategic governance requirement for City Council to lead in the overall public domain of digital governance, by ensuring administrative controls are in place over The City's data (including citizen data) when deploying Smart Cities technologies. And, as part of our legislative responsibility and social contract obligations with citizens, ensure that a comprehensive Administrative Privacy Program is in place to uphold the public's trust and confidence".

(c) has the potential to change city-wide policies and procedures, if successful upon implementation: the outcomes of this work will inform updates to The City's current Administration policy on Privacy Impact Assessments and The City's Privacy Breach Complaint Management procedures. Both the Administration policy and the Complaint Management procedures have a city-wide impact as they relate to all City projects that interact, or may interact, with personal information and the handling of personal information (citizen and City employee).

(d) is viable and sustainable in the long term: the outcomes of this work will be incorporated into The City's future strategic Privacy Framework

(e) is fiscally sound: Administration is seeking \$10,000 for a city-wide engagement campaign and creation of online privacy tools to communicate more effectively about The City's privacy practices; and \$65,000 to secure the services of an external privacy expert to conduct an audit of the current and future privacy practices at The City to inform the development of a city-wide strategic privacy framework. The remaining work directed in the Notice of Motion (C2019-0560) will be completed by Administration.

(f) will be managed well: On January 27, 2020, Administration will present to Council a Privacy Framework 2019-2021 Workplan with timelines for completion.

(g) has not previously received a CIF grant

Outline the proposed timeline for this project, including the final report back date.

The timeline for this work is Q3 2019 to Q4 2020, with a final report back to Council in Q1 2021 and publication of privacy online tools to calgary.ca in Q2 2021.

Identify what success looks like, and how it will be measured.

The work seeks to clearly communicate, internally and externally, The City's commitment to privacy, and how The City collects, uses, discloses and retains citizens' personal information. Success includes a Council approved strategic Privacy Framework for The City, that was informed by city-wide public engagement and an external privacy expert. Success will be measured by completing the strategic Privacy Framework, and associated deliverables, as outlined in Notice of Motion (C2019-0560), by Q2 2021.

Your personal information is being collected, used and disclosed for the administration and processing of your application for funding under the Council Innovation Fund Project. Your information is collected pursuant to section 33(c) of The Freedom of Information and Protection of Privacy Act ("FOIP Act") of Alberta. If you have any questions about the collection, use or disclosure of your personal information, please contact The City of Calgary's Chief Financial Office (#8003), The City of Calgary P.O. Box 2100, Str. M, Calgary, AB T2P 2M5 and by calling at 403-268-5664.