

April 15, 2011

Important Follow-up Advisory To All Agencies From The Calgary Homeless Foundation

Personal Information and Compliance with the Freedom of Information and Protection of Privacy Act

We are following up on our initial advisory sent to your agency on February 28, 2011. Since then, we confirm that your agency has completed both the online and in-person initial training requirements in respect to the Freedom of Information and Protection of Privacy Act (*FOIPP*).

We advise you to take note of the following:

1. *FOIPP* applies to all information and records transferred to or collected, created, maintained, stored or disclosed by your agency or its subcontractors under the funding agreement(s) you have with Calgary Homeless Foundation. In other words, all records transferred to your agency by the Minister and/or collected, created, maintained, or stored by your agency (or its sub-contractors) in the performance of your agency's duties funded by Calgary Homeless Foundation in whole or part, are subject to *FOIPP*.
2. If your agency discovers or suspects that Personal Information (as defined by *FOIPP*) has been disclosed in breach of the terms of *FOIPP* or your funding agreement(s) with Calgary Homeless Foundation, you shall immediately notify Calgary Homeless Foundation of the details of the disclosure in writing.
3. At this time, Calgary Homeless Foundation also encourages all agencies to work towards compliance with *FOIPP* on an agency-wide level, as opposed to solely in respect to the projects funded by Calgary Homeless Foundation.
4. Housing and Urban Affairs (Alberta) has the right to inspect and evaluate your agency's compliance with the privacy, security and information management requirements set out in your funding agreement(s).
5. The updated funding agreement(s) with your agency reflect(s) the above requirements, as well as those mentioned in the February 28, 2011 advisory. The updated funding agreements also have new terms in relation to the *North West Partnership Trade Agreement*, Workers' Compensation Board requirements, automobile insurance, participation in the Calgary Homeless Management Information System (HMIS), participation in the System Planning Review Process and participation in the implementation of Case Management Standards via Canadian Accreditation Council. It is important that you review, understand and comply with all of the terms of the funding agreement(s). Any clarification or questions about these terms can be directed to your Program Advisor.