

## Collection, Protection, Retention, Use and Disclosure of Personal Information

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The *FOIPOP Act* outlines the parameters for the collection, use, and disclosure of personal information in Sections 24–31.

Personal information can only be **collected** for one or more of the following reasons:

- when expressly authorized by statute
- for the purpose of law enforcement
- when the information relates directly to and is necessary for an operating program or activity of a public body

A public body may only **use** personal information if one or more of the following circumstances are met:

- the individual the information is about has consented
- the information is used for the purpose it was obtained or compiled
- the use is compatible with the purpose it was obtained or compiled
- the use is for a purpose outlined in Sections 27–30 of the *Act*

Public bodies cannot **disclose** personal information unless one or more of the following circumstances are met:

- the individual the information is about has identified the information and consented to disclosure
- a statute allows the disclosure
- the information is provided for the purpose it was obtained or compiled
- the information is provided for a use compatible with that purpose
- other provisions listed in the *Act* permit disclosure