

Protection of Privacy Act
University of Alberta Delegation Tables

Delegation Table: Provisions of the *Protection of Privacy Act* (POPA) and Regulation for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Authority to set aside collection requirements	5(3), (4)			X ²
Authority to decide on requests for correction of personal information	7(1)		X	
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3), (4), (5)		X	
Duty to give notice to individual requesting correction	7(7)		X	
Authority to transfer a request for correction	8		X	
Duty to ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN) 2, 3			X ¹

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Duty to notify the affected individual when there exists a significant risk of harm	10(2) Regulation (MIN) 4			X ⁵
Duty to ensure protection of data derived from personal information	20			X ¹
Duty to ensure protection of data derived from non personal data	24			X ¹
Use and Disclosure of Personal Information				
Establishing rules for electronic consent	Regulation 2(4)(a)	X		
Establishing rules for oral consent	Regulation 2(5)(a)	X		
Authority to disclose to guardian of a minor	54(1)(e)		X ³	
Authority to disclose to relative or adult interdependent partner of deceased individual	13(1)(s)		X ³	
Authority to disclose to avert imminent danger to health or safety	13(1)(cc) Regulation 1(1)(b)	X		
Authority to approve conditions for	15			X ¹

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
disclosure for research and statistical purposes and for administration of research agreements				
Authority to disclose to guardian of a minor	54(1)(e)			X ²
Office of the Information and Privacy Commissioner: Reviews and Complaints				
Authority to ask the Commissioner for advice	28(1)		X ³	
Authority to require Commissioner to examine original record on site	29(4)		X ³	
Right to make representations to the Commissioner	41(6),(8)		X ³	
Duty to comply with Commissioner's Order	44	X		
General Provisions				
Duty to publish a directory of the body's personal information banks and keep it current	57(2), (5)			X ⁴
Duty to record uses or disclosures of personal information	57(4)			X ⁴

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
not included in directory				

Delegation Table: Administrative Responsibilities in the *Protection of Privacy Act* and Regulation that May be Assigned

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Establishing controls over the collection, use and disclosure of personal information	2(a)			X ¹
Authorizing routine correction of personal information	2(b)			X ²
Ensuring authorized purpose of collection	4			X ²
Assuring proper collection and notification	5			X ²
Assuring accuracy of personal information	6(a)			X ²
Applying retention standards	6(b)			X ²

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Use and Disclosure of Personal Information				
Assuring appropriate uses	12			X ²
Assuring appropriate purposes of data matching	17			X ¹
Assuring appropriate uses of data derived from personal information	18			X ¹
Assuring appropriate purposes of disclosure of data derived from personal information	19			X ¹
Assuring appropriate purposes for creation of non personal data	21 Regulation (MIN) 5(1)			X ¹
Assuring appropriate use and disclosure of non-personal data	22, 23 Regulation (MIN) 5(2)			X ¹
Privacy Management Programs and Privacy Impact Assessments				
Privacy management program	25 Regulation (MIN) 6			X ⁶

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Director, IPRMO*	Delegated to other person(s) (provide title(s) – specific or generic)
Designation or identification of a privacy officer	6(1)(a) Regulation (MIN)		X (Director, IPRMO)	
Privacy impact assessment	26 Regulation (MIN) 7			X ⁵

*IPRMO - the University of Alberta's Information, Privacy and Records Management Office

Footnotes

¹Office of Administrative Responsibility (OOAR) will consult with IPRMO and Chief Information Security Officer (CISO)

²Office of Administrative Responsibility (OOAR) will consult with IPRMO and Office of General Counsel (OGC)

³IPRMO will consult with OGC

⁴IPRMO will consult with OOAR

⁵Assigned to IPRMO, OOAR, CISO and OGC

⁶Assigned to IPRMO who will consult with OOAR, CISO and OGC