



Privacy Impact Assessment Summary

Business Unit / Department: Chief Financial Office

Project Title: Assessment Access Code Disclosure Process

PIA Number: 2021-PIA-002

Project Description:

The City of Calgary's ("The City") Assessment ("ASMT") Business Unit, Data Services team is responsible for providing Calgary homeowners with copies of their Assessment Notice and/or Access Codes for Assessment searches. A process was created during the COVID-19 pandemic to decrease the turnaround time required to provide customers with their required information. This new process includes an Access Code Consent Form ("Consent Form") to be filled out by the customer and returned to ASMT. Upon confirming the information provided by the customer on the consent form, the requested information is emailed to the customer. Although this process was initiated during COVID-19, it is ASMT's intention to continue this process, especially as they enter the busy Customer Review Period.

Personal Information collected, used and disclosed by the project:

<input checked="" type="checkbox"/>	name, home or business address or home or business telephone number,
<input type="checkbox"/>	race, national or ethnic origin, colour or religious or political beliefs or associations,
<input type="checkbox"/>	age, sex, marital status or family status,
<input type="checkbox"/>	identifying number, symbol or other particular assigned to the individual,
<input type="checkbox"/>	fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
<input type="checkbox"/>	health and health care history, including information about a physical or mental disability,
<input type="checkbox"/>	educational, financial, employment or criminal history, including criminal records where a pardon has been given,
<input type="checkbox"/>	opinions about an individual,
<input type="checkbox"/>	an individual's personal views or opinions, except if they are about someone else,
<input checked="" type="checkbox"/>	Other please describe:

Note: Personal information is defined in section 1(n) of the *Freedom of Information and Protection of Privacy Act* of Alberta

PIA Report Acceptance Date: 2/2/21