

<b>City Clerk's Office</b> Legal & Administrative Services	<b>Subject:</b> <i>Public Record Redaction Procedure</i>
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## **1. Overview**

### **1.1. Purpose**

The City's website contains personal information collected and maintained for the purpose of creating records that are available to the general public. (e.g. Committee/Council material, Planning matters)

Although the personal information is properly collected, used and disclosed under the provisions of *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, it is recognized that there may be situations where it may be appropriate to remove certain personal information from the website.

The *Public Record Redaction Procedure* is used to process requests from the public for a redaction of personal information from the City's website.

This document offers guidelines on the process used by the City to consider requests of this nature.

### **1.2. Guiding Principle**

The City strives to strike a balance between both the need and obligation to provide transparent and accountable government vs. the necessary protections for the disclosure and protection of personal information and the privacy of individuals.

In the interest of proper municipal governance, the City will post material to the website, including personal information contained in documents and correspondence submitted for the consideration of Committee/Council and/or other City departments, including information relating to deputants. Posted material includes audio/video recordings of public meetings.

### **1.3. Scope**

This procedure applies but is not limited to personal information submitted to the City through:

- a) City Clerk's Office
- b) Planning Department;
- c) Committee of Adjustment

This Procedure does not apply to audio/video recordings of public meetings.

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### **1.4. Definitions and Abbreviations**

**Personal information-** is defined in s.2 of *MFIPPA* as recorded information about an identifiable individual, including but not limited to address, phone number or email address

### **1.5. City Clerk's Office Responsibilities**

The City Clerk's Office holds overall responsibility for the Procedure. The Deputy City Clerk is the primary point of contact.

## **2. Guidelines**

### **2.1. Application Requirements**

1) Written request

The City, on written request from an individual, will consider redacting from any document that is posted to the website:

- a) house number or apartment number (save and except statutory requirements)
- b) email address
- c) telephone number
- d) signature

All other personal information will remain in the absence of detailed and compelling evidence to justify its removal.

2) Identify the information

The individual must identify with particularity the appearance of their information by meeting date and/or by specifying the entry or entries (e.g. paragraph number 'x' on page number 'y', or screen shot with highlighted portion of text).

3) Provide detail

The written request must be accompanied by detail as to the anticipated harm as a result of the information remaining on the City's website. The request must articulate a particular or possible related harm(s) that reasonably relate to the appearance of the information.

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## **2.2. Criteria**

The City will consider all requests on an individual basis, however a blanket request to remove information or a suggestion of harm that is so general as to apply to anyone will not be considered.

The City will consider any evidence provided by the individual that they have, prior to submitting their personal information, taken steps to limit access to this information through public means.

The City will also consider the nature of the information posted, the presence or absence of statutory provisions requiring disclosure of the information, and the availability of solutions that promote both public transparency and necessary personal privacy protection.

Absent compelling evidence, the City will not consider redacting any personal information that is required to be submitted and made available to the public under a specific provincial statute.

## **2.3. Redacted information and internet search engines**

If the City does amend its website content as a result of a request from an individual, the City will not take any further action regarding the redaction of the information from any other source. Any further action of this nature must be undertaken by the individual.

# **3. Application**

## **3.1. Application Requirements**

For a copy of the *Public Record Redaction Procedure* application form, please [click here](#).

Please return the completed form along with any attachments to:

Todd Coles, Deputy City Clerk  
City Clerk's Office  
2141 Major Mackenzie Drive  
Vaughan, ON L6A 1T1

Or by email to:

[Todd.Coles@vaughan.ca](mailto:Todd.Coles@vaughan.ca)