TOWN OF LAKE COWICHAN

MUNICIPAL ELECTIONS PRIVACY POLICY

POLICY NO. 2026-01-01

LEGISLATIVE TRACKER	
Date Adopted	May 26th, 2026
Council Resolution	R.092/26
Amendments	

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1. Scope of Policy

1.1. This policy applies to the Town of Lake Cowichan, and all individuals or entities representing or working for the Town on a paid or unpaid basis and who may have access to Personal Information. ("Recipient of Personal Information")

1.2. This policy applies to Personal Information disclosed by Elections BC to the Recipient of Personal Information under the *Election Act*. ("Personal Information")

1.3. For the purposes of this policy a **local government** is a body that administers municipal electoral events as defined in section 1 of the Electoral Purposes for Access to and Use of Personal Information Regulation.

2. Restrictions on Use

2.1. All Recipients of Personal Information must comply with this privacy policy, the Electoral Purpose for Access to and Use of Personal Information Regulation, and the requirements under section 275 of the *Election Act* to:

2.1.1. Only use the Personal Information for the purposes of the *Election Act* and the administration by a local government of a municipal electoral event, and

2.1.2. Not use the Personal Information for commercial purposes.

2.2. Recipients of Personal Information must not disclose Personal Information to any individual or entity to whom this policy does not apply.

2.3. For certainty, if Recipients of Personal Information plan to provide Personal Information to another local government(s) that would not be subject to this policy, they must ensure that the additional local government(s) submit an acceptable privacy policy to Elections BC, or add the additional local government(s) to this privacy policy by completing the addendum in Appendix 1, as required.

3. Responsibilities

3.1. All Recipients of Personal Information are responsible for the security and integrity of Personal Information and shall safeguard such Personal Information against accidental or unauthorized access, disclosure, use, modification and disposal.

4. Security

4.1. All individuals or entities with access to, or a copy of, Personal Information must take reasonable precautions to protect the security and confidentiality of the Personal Information.

4.2. Reasonable precautions include the following:

4.2.1. Administrative measures: procedures to protect the privacy and security of Personal Information, staff training on privacy, limiting access to information to a "need to know" basis and the reliability of individuals having access to the Personal Information, and designating a person who will be responsible for implementing privacy safeguards.

4.2.2. Technical measures: passwords, audit trails, encryption, firewalls and other technical security safeguards to minimize the risk of unauthorized individuals accessing Personal Information.

4.2.3. Physical measures: restrict access to areas where Personal Information is stored.

5. Disposition of personal information

5.1. All Recipients of Personal Information must securely dispose of, or recover and return to Elections BC, all of the Personal Information when no longer required for the purposes for which it was disclosed. Paper copies of records should be shredded, and electronic copies should be destroyed.

5.2. The following information must be tracked and retained to document the disposal of Personal Information:

5.2.1. The date the Personal Information was destroyed or returned to Elections BC.

5.2.2. The method by which the Personal Information was destroyed or returned to Elections BC.

5.2.3. The name of the individual who destroyed the Personal Information or returned it to Elections BC.

6. Tracking of Distribution

6.1. If the local government provides any other individual or entity representing or working for the local government, on a paid or unpaid basis, with access to, or a copy of, Personal Information, the following information must be tracked and retained:

6.1.1. The date of provision of access, or distribution.

6.1.2. Who the Personal Information was provided to.

6.1.3. What Personal Information was provided (e.g. list of voters for XXX jurisdiction, etc.)

6.1.4. How the Personal Information was provided (e.g. access to database, provision of electronic copy of record, provision of paper copy of record, etc.)

6.1.5. Confirmation that the individual or entity has read this policy and agrees to be bound by it.

6.1.6. Confirmation of the date the Personal Information is returned or destroyed

7. Loss or Theft of Information or Unauthorized Access

7.1. In the case of loss or theft of, or unauthorized access to, Personal Information, the following procedures must be followed:

7.1.1. The breach should be contained and the source of the breach identified.

7.1.2. The loss, theft or unauthorized access must be reported to the Chief Electoral Officer and the Information and Privacy Commissioner. Affected individuals must also be notified if certain risk factors are present.[1]

7.1.3. All Personal Information lost must be retrieved, if possible.

7.1.4. The circumstances that led to the incident must be documented.

- Internal policies, processes and procedures must be reviewed to prevent future incidents.

8. Compliance Audits

8.1. Elections BC may conduct a compliance audit of any individual or entity to whom this policy applies, whereby it may inspect and review the policies, procedures and practices that relate to the Personal Information. This includes documents that must be retained under this policy.

[1] See the Breach Notification Assessment Tool in the Office of the Information and Privacy Commissioner guidance document *Privacy Breaches: Tools and Resources*.

Initial

9. Duration and termination

9.1. This privacy policy comes into effect when it is accepted by Elections BC and shall remain in effect until six months after voting day for the next general local elections, or this policy is superseded by a subsequent privacy policy.

10. Adoption

APPROVED THIS 26th DAY OF MAY, 2026 BY MUNCIPAL COUNCIL.

Original Signed

TIM MCGONIGLE
MAYOR

Original Signed

JOHN THOMAS
CHIEF ADMINISTRATIVE OFFICER

Appendix 1: Addendum to Privacy Policy for Local Governments[2]

NAME OF LOCAL GOVERNMENT ON WHOSE BEHALF THIS ADDENDUM TO THE PRIVACY POLICY IS BEING SUBMITTED
TOWN OF LAKE COWICHAN

I, the undersigned, hereby declare that:

- I understand and will ensure the local government will abide by this privacy policy as submitted, and
- The *Election Act* provides significant penalties for making a false or misleading statement or for improper use of personal information.

CHIEF ADMINISTRATIVE OFFICER (OR EQUIVALENT)	SIGNATURE*	DATE: (YYYY/MM/DD)
ADDRESS	CITY/TOWN	POSTAL CODE
EMAIL		PHONE

NAME OF WITNESS	SIGNATURE	DATE: (YYYY/MM/DD)