

# Personal Information Handling Checklists



## **BENEFITS**

During an emergency, such as a natural disaster, pandemic or hazardous materials spill, you may be asked to disclose personal information about employees to government authorities or their families and friends. But you may be unsure as to whether you're permitted to disclose such information by the federal and provincial/territorial privacy laws, resulting in confusion and delays. And you shouldn't wait until an emergency to figure that out.

## **HOW TO USE THE TOOL**

These checklists are based on ones developed by the federal Office of the Privacy Commission in consultation with the privacy commissioners in AB, BC, MB, NB, NL, NT, NS, NU, ON, PE, SK and YT. Use them to ensure that your company is prepared to properly handle personal information before, during and after an emergency.