

**ANICINABE NATION OF KAKINWAWIGAK INFORMATION  
MANAGEMENT POLICY AUTHORIZATION**

**Effective Date:** March 18, 2025

Band Council Resolution #

**ANICINABE NATION OF KAKINWAWIGAK INFORMATION  
MANAGEMENT PROCEDURES AUTHORIZATION**

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[Insert date]

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Executive Director Signature

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Date

**ANICINABE NATION OF KAKINWAWIGAK**

# Information Management Policy and Procedures

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# 1. DEFINITIONS

“Arrears”	unpaid, overdue debt, or an unfulfilled obligation
“Assets”	anything of value owned by Anicinabe Nation of Kakinwawigak
“Asset Recognition Criteria”	criteria to be used to set the threshold for determining whether a capital asset must be included in the capital asset register
“Assign”	transfer of duties or functions from one person to another where the former person (the assignor) retains responsibility for ensuring the activities are carried out
“Authorization and Delegation Table”	a table approved by Council specifying the delegation and assignment authorities over decisions or activities related to Anicinabe Nation of Kakinwawigak’s financial administration
“Budget”	a plan or outline of expected money and spending over a specified period
“Capital Assets”	tangible capital assets (physical assets) such as buildings, land, and major equipment
“Capital Plan”	a consolidated plan or outline of expected money and spending of all capital projects to be undertaken in a fiscal year
“Capital Project”	the construction, rehabilitation or replacement of Anicinabe Nation of Kakinwawigak’s capital assets and any other major capital projects in which Anicinabe Nation of Kakinwawigak or its related entities are investors
“Capital Project Plan”	a project management plan to carry out a capital project that includes the budget
“Cash”	money, cheques, money orders, and equivalent forms of currency

“Cash Reserves”	money that a company keeps on-hand to meet short-term and emergency funding needs
“Classification”	process of categorizing records in an organized way
“Chairperson”	head of a meeting, department, committee, or board. The vice-chairperson acts as the head when the chairperson is not there
“Executive Director”	person who is responsible for leading the day-to-day administration or management of Anicinabe Nation of Kakinwawigak and who reports directly to Council
“Code of Conduct Declaration”	statement that Council, committee members, employees, and contractors must sign on an annual basis that states they understand and agree to Anicinabe Nation of Kakinwawigak’s code of conduct
“Committee”	group of people appointed by Council for advising Council or conducting decision-making activities assigned by Council until or unless they are suspended or disbanded by Council
“Conflict of Interest”	situation of personal gain at the expense of others
“Contract”	legally binding agreement between two parties
“Control”	policy, procedure, or process put in place to manage Anicinabe Nation of Kakinwawigak’s administration
“Corrective Actions”	steps taken to deal with job-related behavior that does not meet agreed upon and communicated performance expectations
“Cost”	amount of money to be paid or spent to obtain something
“Council”	elected or appointed official representatives of Anicinabe Nation of Kakinwawigak that includes

	Chief, Councillors and the equivalent terminology used by Anicinabe Nation of Kakinwawigak
“Debt”	something that is owed or due, usually money
“Deficit”	shortage that occurs when an organization spends more money than it has on-hand over a period
“Delegation”	transfer of specific responsibilities from one person to another
“Director of Finance”	person responsible for the day-to-day management of Anicinabe Nation of Kakinwawigak’s finances
“Direct Supervisor”	employee responsible for managing and overseeing the work and development of other staff
“Eligibility Criteria”	requirements set by Council which must be met by an individual to be considered independent and eligible to be appointed to the Finance and Audit Committee
“Engagement Letter”	written document prepared by the auditor that serves as a contract to confirm the audit arrangements between the auditor and Anicinabe Nation of Kakinwawigak; it is required by Canadian Generally Accepted Auditing Standards
“Entity”	corporation, partnership, joint venture or unincorporated association or organization whose financial transactions are consolidated in Anicinabe Nation of Kakinwawigak’s financial statements in accordance with GAAP
“Expenditure”	amount of money spent by Anicinabe Nation of Kakinwawigak to buy goods or services
“Expenses”	amount of money spent on transportation, accommodation, meals, hospitality or incidentals, to be paid back (reimbursed)

“Financial Competency”	ability to read and understand Anicinabe Nation of Kakinwawigak’s financial statements
“Financial Reporting Risk”	possibility of a significant error in financial information often caused by weak internal controls or fraud
“Financial Statement”	formal record of all money and property of Anicinabe Nation of Kakinwawigak within a specific period
“Fiscal Year”	twelve-month period used for tax or accounting purposes
“Fraud”	wrongful or criminal act that involves lying or holding back information; this is usually done for personal or financial gain
“GAAP”	Canadian Generally Accepted Accounting Principles, the framework of accounting guidelines, rules and procedures
“HR Records”	records that contain information on an individual’s hiring, job duties, compensation, performance, and general employment history
“Indemnity”	security or protection against a loss or other financial commitment
“Independence”	eligibility criteria for finance and audit committee membership defined as an individual who does not have a direct or indirect relationship with Anicinabe Nation of Kakinwawigak that could, in the opinion of Council, reasonably interfere with the individual’s judgment as a member of the finance and audit committee  an individual with a role in the financial management of Anicinabe Nation of Kakinwawigak involving planning, organizing, directing or controlling of its financial activities – including budgeting, financial accounting, financial reporting, procurement and use of funds, does not meet the minimum independence

	requirements for finance and audit committee membership
“Information”	knowledge received and any documented material regardless of source or format
“Information Security”	way Anicinabe Nation of Kakinwawigak protects information from unauthorized access, use, modification, or destruction
“Integrated Planning and Budgeting”	annual process of planning and budgeting activities across every level of Anicinabe Nation of Kakinwawigak that are linked, coordinated, and driven by Anicinabe Nation of Kakinwawigak’s vision and strategic objectives
“Internal Assessment”	review of an activity/process by an independent Anicinabe Nation of Kakinwawigak staff member (i.e. an individual not responsible for or involved in the activity) to determine the effectiveness of that specific activity or process
“Investment”	an asset or item bought with the hope that it will gain value or provide income in the future
“Life-Cycle Plan”	plan of Anicinabe Nation of Kakinwawigak’s assets in terms of costs to buy, operate, upkeep and get rid of over a specified period
“Loan Guarantee”	promise to pay all or a part of the principal and/or interest on a debt obligation in the event of default by the borrower
“Local Revenues”	term used to describe property taxes under the <i>First Nations Fiscal Management Act</i>
“Materiality”	financial amount that Anicinabe Nation of Kakinwawigak considers significant, typically large amounts; the materiality threshold is the minimum financial amount that Anicinabe Nation of Kakinwawigak considers significant
“Misconduct or Wrongdoing”	breach of Anicinabe Nation of Kakinwawigak’s Financial Administration Law including conflict of

	interest provisions, code of conduct, Council-approved policies and administrative procedures
“Officer”	Executive Director, Director of Finance, or any other employee of Anicinabe Nation of Kakinwawigak designated by the Council as an Officer
“Organizational Chart”	visual representation of the different positions in Anicinabe Nation of Kakinwawigak that clearly shows reporting relationships (who reports to who)
“Performance Improvement Plan”	plan developed by an employee’s direct supervisor, in consultation with the employee, to address the areas for improvement/development identified during the performance review process
“Personal Information”	information about a specific individual. In addition to common items such as an individual’s name, gender, physical characteristics, address, contact information, identification and file numbers - it also includes criminal, medical, financial, family and educational history as well as evaluative information and other details of an individual’s life
“Privacy Protection”	rules Anicinabe Nation of Kakinwawigak puts in place to collect, create, use, share/disclose, retain, protect and dispose of the Personal Information that it needs for its administration
“Projection”	estimates for a future situation based on all the information available now
“Purchase Order”	document stating the wish of a buyer to purchase something from a seller that shows the exact details of the items the buyer wishes to buy
“Purchasing”	buying an asset or item. Also referred as “procurement” per the First Nations Financial Management Board Standards
“Record”	information created, received, and maintained by Anicinabe Nation of Kakinwawigak for operational purposes or legal obligations. A

	record may be electronic, or hardcopy paper based
“Recordkeeping”	how an organization creates, obtains, and manages records
“Rehabilitation”	asset alteration, extension and renovation but does not include routine maintenance
“Remuneration”	salaries, wages, commissions, bonuses, fees, honoraria and dividends and any other monetary and non-monetary benefits
“Replacement”	substitution, in whole or in part, with another of Anicinabe Nation of Kakinwawigak’s capital assets
“Requisition”	purchase order used by Anicinabe Nation of Kakinwawigak when recording expenditures
“RFP”	Request for Proposal, competitive process followed by Anicinabe Nation of Kakinwawigak to enter into a major service contract. RFPs lay out Anicinabe Nation of Kakinwawigak’s needs and conditions and leave it up to the potential contractors to present a proposal that shows their experience, skills and ability to carry out the contract within time and cost specifications
“Risk”	possibility of a loss or other negative event that could threaten the achievement of Anicinabe Nation of Kakinwawigak’s goals and objectives
“Sole Source”	contract entered into by Anicinabe Nation of Kakinwawigak without a competitive process to purchase goods and/or services
“Special Committee”	committee formed for a specific purpose and is dissolved when that purpose has been achieved
“Special Purpose Report”	financial report on a specific activity
“Standing Committee”	committee that has an ongoing purpose

“Tax Administrator”	person responsible for managing the local revenues and local revenue account on a day-to-day basis, if Anicinabe Nation of Kakinwawigak is collecting local revenues
“Terms of Reference”	outline of the purpose and structure of a project, committee, meeting, or negotiation
“Travel Status”	pre-approved travel on official Anicinabe Nation of Kakinwawigak business by an individual’s direct supervisor; Travel Status begins from the individual’s place of work (e.g. the Anicinabe Nation of Kakinwawigak office) to the approved destination and ends once they return to their place of work
“Useful Life”	estimate of how long a capital asset is expected to be used by Anicinabe Nation of Kakinwawigak; the life of a capital asset may extend beyond the Useful Life and the life of a capital asset, other than land, is fixed (limited)
“Value for Money”	best combination of price, quality, and benefits of a product or service
“Virtual Private Network”	VPN is a way to use public telecommunication infrastructure, such as the internet, to provide remote offices or individual users with secure access to Anicinabe Nation of Kakinwawigak’s virtual network

## **2. INFORMATION TECHNOLOGY**

### **POLICY**

#### **Policy Statement**

It is Council's policy to establish a process around Anicinabe Nation of Kakinwawigak's information systems to support its operational requirements and have appropriate safeguards and monitoring processes in place.

#### **Purpose**

The purpose of this policy is to make sure that Anicinabe Nation of Kakinwawigak's information is adequately protected and that the information system has integrity to maintain and support the strategic and operational requirements of Anicinabe Nation of Kakinwawigak.

#### **Scope**

This policy applies to all staff involved in the selection, implementation, operations, and ongoing maintenance of Anicinabe Nation of Kakinwawigak's information systems.

#### **Responsibilities**

##### **COUNCIL IS RESPONSIBLE FOR:**

- approving the information technology policy used by Anicinabe Nation of Kakinwawigak.

##### **THE EXECUTIVE DIRECTOR IS RESPONSIBLE FOR:**

- ensuring that controls are in place over information technology, whether performed by an internal staff member or outsourced
- establishing and implementing documented procedures for information technology used Anicinabe Nation of Kakinwawigak
- monitoring the performance of internal and/or external information technology professionals

##### **THE INFORMATION TECHNOLOGY PROFESSIONAL (INTERNAL AND/OR EXTERNAL) IS RESPONSIBLE FOR:**

- maintaining the integrity of information systems within Anicinabe Nation of Kakinwawigak

# ADMINISTRATIVE PROCEDURES

## Procedures

### 2.1 Planning and Evaluation

The Executive Director, with input from information technology professional (internal and/or external), will make sure that information systems are developed that support Anicinabe Nation of Kakinwawigak's strategic plan and operations.

When there are no individuals internally with the requisite technical skills to identify information technology requirements or evaluate options, the Executive Director will seek advice from a qualified external individual or organization.

### 2.2 Outsourcing

Subject to the purchasing section of the finance policy, the Executive Director is responsible for the selection of contractors providing information technology services, the definition of services in their contracts, establishing service level agreements and the administration of the contracts.

Specific items which should be included in the procurement of information technology services and final contract with the chosen provider include:

- a requirement that the service provider submits regular reports of all work performed on Anicinabe Nation of Kakinwawigak's information systems
- a requirement that outsourced parties are responsible to comply with legal and regulatory requirements, including the protection of confidential and private information
- access by outsourced parties to Anicinabe Nation of Kakinwawigak information is provided on a "need to know basis" only

### 2.3 Data Management

Subject to the Records Information Management section of this policy, data retention allows access to appropriate data to specified personnel where required, depending on the type of data retained.

All sensitive, valuable, or critical data stored on Anicinabe Nation of Kakinwawigak's information technology systems must be regularly backed-up.

Backup drives must be stored in a secure location with access limited to the Executive Director and limited other staff as appropriate. Ideally, backup drives will be securely stored at an offsite location that is easily accessible to individuals with authorized access.

### 2.4 Access Management

All individuals requiring access to Anicinabe Nation of Kakinwawigak's information systems will have unique user identification. Shared user IDs or passwords will not be permitted.

Requests for access to Anicinabe Nation of Kakinwaigak's network, accounting system, or other access restricted information system must include a description of an employee's role and rationale for the level of access required. Signed approval must be obtained from the Executive Director.

User ID and password are required for access to the network and other critical programs/areas such as the accounting system.

Individuals will be given access privileges to the extent necessary to fulfill their individual job function and no more. Systems and applications should not be configured with unrestricted access to all data.

When an employee's employment is terminated, their user IDs must be disabled immediately.

Support personnel must notify the user when attempting to take control of a workstation. All instances where specific software is loaded to remotely control a workstation must be removed when the support function is completed. The use of the remote control software must be in accordance to applicable agreements.

## **2.5 Information System Security**

Security tools and techniques are implemented to enable restrictions on access to programs and data.

Security tools and techniques are administered to restrict access to programs and data.

Each computer resource must have an approved antivirus program installed. The following standards must be met:

- the antivirus program must not be disabled and must be configured to scan all programs and files upon execution and must have real time protection enabled
- antivirus files must be updated on the network regularly or whenever a new threat is identified

Network firewalls must be configured to support a 'least-privilege' approach to security, allowing only specific systems, services and protocols to communicate through the network perimeter. Logical and physical access to these systems must be limited strictly to those personnel with specific training and authorization to manage the device. Additionally, the following Firewall standards must be addressed:

- firewall and proxy servers must be securely installed
- detailed firewall logs must be maintained
- alerts must be raised if important services or processes crash

## **2.6 Change Management**

All new data structure and modifications to data structure will be tested before implementation.

All computers, hardware, software and communication systems used for a production environment must employ a documented change control process. The change management process should include the following activities:

- data structure is consistent with the needs of Anicinabe Nation of Kakinwawigak
- description and rationale for the new network, hardware, communication and systems software change and how it is consistent the needs of Anicinabe Nation of Kakinwawigak
- assessment of any risks involved with the change
- roll-back considerations
- implementation considerations
- description of required testing
- approval from the relevant Officer
- communication of changes to Anicinabe Nation of Kakinwawigak staff as appropriate

## **2.7 Monitoring**

Only approved and authorized programs will be implemented onto Anicinabe Nation of Kakinwawigak information management systems. The Executive Director will conduct periodic reviews of the workstations and the system to monitor compliance with this requirement.

A log of staff, their user IDs, and their access levels within Anicinabe Nation of Kakinwawigak information systems will be maintained. On a periodic basis, the Executive Director will review the log to make sure users and the associated access rights are appropriate. Access rights that will be monitored include the following:

- user access management (i.e. the accounting system)
- third party access (i.e. outsourced information technology professionals)
- network access and file sharing
- remote and VPN access

Network system performance is monitored on a regular basis.

The firewalls must be monitored regularly.

## **References and Related Authorities**

FMB's Financial Management System Standards

- Standard 20.0 – Risk Management

FMB's Financial Administration Law Standards

- Standard 19.0 – Risk Management

## **3. RECORD INFORMATION MANAGEMENT**

### **POLICY**

#### **Policy Statement**

It is Council's policy to establish a process around the creation, collection, organization, retention, and safeguarding of records for long term availability, understandability and usability.

#### **Purpose**

The purpose of the policy is to provide guidance on effective recordkeeping practices to create, manage and protect the integrity of Anicinabe Nation of Kakinwawigak's records that support its decision-making, reporting, performance and accountability requirements.

#### **Scope**

This policy applies to all Council members, members of the Finance and Audit Committee, Officers and employees of Anicinabe Nation of Kakinwawigak and any contractors or volunteers performing services on behalf of the Council. The direction provided in this policy applies to all records created and acquired by Anicinabe Nation of Kakinwawigak regardless of format (i.e., both electronic and paper records).

#### **Responsibilities**

##### **COUNCIL IS RESPONSIBLE FOR:**

- approving the policy for records management

##### **THE EXECUTIVE DIRECTOR IS RESPONSIBLE FOR:**

- establishing and implementing documented procedures for records management
- implementing appropriate recordkeeping practices
- make sure appropriate safeguards of Anicinabe Nation of Kakinwawigak's records
- ensuring compliance with the established records retention and disposition schedule and overseeing the disposition process
- ensuring that employees and any contractors or volunteers performing services on behalf of the Council are fully knowledgeable of their responsibilities as they relate to recordkeeping practices

##### **EMPLOYEES, CONTRACTORS AND VOLUNTEERS ARE RESPONSIBLE FOR:**

- complying with the established policy

- immediately reporting to their supervisor any potential breach related to compliance with the recordkeeping policy

## **ADMINISTRATIVE PROCEDURES**

### **Procedures**

#### **3.1 Accountability**

Each record will have a designated employee that makes sure the recordkeeping framework outlined in this policy is applied to the record. All employees, contractors, or volunteers that are in custody of a record must make sure it is managed in accordance with this policy.

Permanent records such as policies and procedures will be reviewed and updated by the assigned employee on a regular basis.

Records under the safekeeping of a departing employee, contractor or volunteer must be formally transferred to another employee through a knowledge transfer process. This process should include information on the types of records to be transferred, how the records are organized, in which location the records are kept, and required safeguards.

All records produced, used, or received by Anicinabe Nation of Kakinwawigak remain the property of Anicinabe Nation of Kakinwawigak.

#### **3.2 Creation and Collection**

Key activities and decision making processes of Anicinabe Nation of Kakinwawigak should be identified, including the records required to support those processes, to ensure accountability, preserve an audit trail, and protect Anicinabe Nation of Kakinwawigak from liability.

All information at its time of creation or collection should be assessed to determine if it supports Council's business purposes and/or legal obligations and enables decision-making. If determined to be a record, the management of the record should comply with the procedures outlined within this policy.

The record will contain information necessary to achieve the objectives for which each record is created and will be limited to only what is necessary to achieve those objectives.

Whenever possible, the record will contain information about one single function or activity to facilitate information classification, organization, retention and retrieval.

Anicinabe Nation of Kakinwawigak's records will be legible, written in plain language and adapted to their specific audience.

Only one copy of each record should be created or collected. When creating or collecting a record, individuals should first check to see if the record is already in existence. In instances of multiple copies of the same record, copies should be securely disposed in accordance with the requirements of this policy.

### **3.3 Organization and Classification**

A classification plan structure will be implemented based on Anicinabe Nation of Kakinwawigak's functions and activities, with records stored in accordance with the activity and/or function that it supports.

Records should be subject to a consistent naming convention, with the name of the record including at minimum the date, title and version (v. XX).

The title of the document should be short.

An official storage location will be identified and designated for each record. The number of storage locations should be limited and be consistent to support the format and type of record.

Records should be made accessible, shared and re-used to the greatest extent possible, subject to technological, legal policy and security restrictions.

### **3.4 Maintenance, Protection and Preservation**

Records will be protected and stored in the appropriate storage location in a way that preserves their long-term availability, understandability and usability.

Backups will be taken of all electronic records on a regular basis and stored in a physical or digital location separate from the location of the original records.

Any records that are only in hardcopy paper-based format should be assessed to determine if they need to be scanned or if other physical security measures need to be taken (e.g. use of fire/water proof cabinets) to protect their long term availability.

Records that contain personal information or information of a confidential nature related to the Council, or a third party, such as the confidential financial information related to a business, should be labelled as CONFIDENTIAL.

Confidential records should be protected with appropriate safeguards to make sure only those with a need to know will have access to the records:

- for electronic records, confidential records should be protected with controls on the document itself (such as password protection) and other administrative controls, such as restricting access to the electronic storage location in which the record is stored
- for hardcopy paper-based records, confidential records will be stored in secure filing cabinets at all times unless being used, and transported in a secure manner if required to be offsite

### **3.5 Retention and Disposition**

The records will be retained for the period specified in the records and information retention and disposition schedule, as outlined in Appendix A. They will be disposed of in a manner that prevents their reconstruction (for paper based records) or recovery (for electronic records).

## **References and Related Authorities**

The FMB's Financial Management System Standards

- Standard 20.0 – Risk Management
- Standard 24.0 – Records and Information

The FMB's Financial Administration Law Standards

- Standard 24.0 – Records and Information

## **Attachments**

1. Document Retention Periods

## Document Retention Periods

Record or information	Duration
<b>General Anicinabe Nation of Kakinwawigak governance records</b>	
Anicinabe Nation of Kakinwawigak laws, bylaws, legislative amendments, regulations, codes, directives, constitution, and membership resolutions	Permanent
Appointments and terms of appointments	Permanent
Agreements, funding arrangements, Council commitments	Permanent
Council meeting minutes, Council committee meeting minutes, annual reports, debenture records, membership records, public notices, records of incorporation, corporate seal	Permanent
<b>Legal files and papers</b>	
Customer and supplier contracts and correspondence related to the terms of the contracts	7 years beyond life of contract
Contractual or other agreements (e.g., contribution, impact benefit, trust) between Anicinabe Nation of Kakinwawigak and others and correspondence related to the terms of the contracts	7 years beyond life of the contract
Papers relating to major litigation including those documents relating to internal financial misconduct	5 years after expiration of the legal appeal period or as specified by legal counsel
Papers relating to minor litigation including those documents relating to internal financial misconduct	2 years after the expiration of the legal appeal period
Insurance policies including product or service liability, Council and Officers liability, general liability, and third-party liability, property and crime coverage	7 years after the policy has been superseded
Documents related to the purchase, sale or lease of property	Permanent
Documents related to equity investments or joint ventures	Permanent
<b>Human Resources</b>	
Personnel manuals and procedures	Permanent
Organization charts	Permanent
Where there is a pension plan (excluding RRSP plans): <ul style="list-style-type: none"> <li>original plan documents</li> <li>records of pensionable employee service and eligibility</li> </ul>	7 years after the death of the employee or employee's spouse in the case of spousal eligibility

<ul style="list-style-type: none"> <li>associated personal information including name, address, social insurance number, pay history, pension rate</li> </ul>	
Letters of offer and individual contracts of employment	2 years after termination of the employee
Signed Code of Conduct obligations and signed Conflict of Interest declarations	2 years after termination of the employee
Attendance records	2 years after termination of the employee
Financial information such as payroll history including RRSP contributions, commission and bonus history	2 years after termination of the employee
Medical information	2 years after termination of the employee
Job descriptions	2 years beyond the period to which it applies
Performance assessments	2 years beyond the period to which it applies
Applications, resumes, and correspondence related to individuals not hired	2 years beyond the period to which it applies
<b>Financial records</b>	
Operations manuals, procedures, and internal control guidelines	Permanent
Signed annual financial statements and corresponding signed independent auditor reports	Permanent
Internal reports, including but not limited to: <ul style="list-style-type: none"> <li>reviews</li> <li>special purpose reports</li> <li>internal audit reports</li> </ul>	10 years
Accounting documentation, including but not limited to: <ul style="list-style-type: none"> <li>general ledgers, general journals, financial records and supporting documentation</li> <li>monthly and quarterly financial statements</li> <li>monthly and quarterly management reports</li> <li>month / quarter / year-end financial closing and reporting working papers</li> <li>financial institution account statements and reconciliations</li> <li>cancelled cheques and cash register tapes</li> <li>invoices</li> </ul>	8 years

<ul style="list-style-type: none"> <li>• annual budgets</li> <li>• multi-year financial plans</li> </ul>	
<p>Asset management documentation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• tangible capital asset register</li> <li>• reserve fund reports</li> <li>• life cycle planning</li> <li>• capital project budgeting</li> <li>• contract and tendering provisions</li> </ul>	8 years beyond completion of the project or asset utilization
<p>If applicable, property taxation related documentation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• property tax working papers</li> <li>• tax roll</li> <li>• tax filings</li> </ul>	8 years
<b>Operational records</b>	
Operations manuals, policies and procedures	Permanent
Original patents, trademarks, and copyrights	7 years after the expiration of the right
Customs documents	7 years
Annual physical inventories	Permanent
Safety committee minutes, inspection reports and related action reports	10 years
<b>Backup drives</b>	
Backup drives before being overwritten or deleted.	3 months

## **4. INFORMATION PRIVACY**

### **POLICY**

#### **Policy Statement**

It is Council's policy to establish a process around ensuring the privacy of personal information provided to Anicinabe Nation of Kakinwawigak in compliance with legislative requirements such as those outlined in the Personal Information Protection and Electronic Documents Act or similar federal and provincial legislation.

#### **Purpose**

The purpose of this policy is to provide guidance on the implementation and maintenance of appropriate information privacy practices within Anicinabe Nation of Kakinwawigak related to the collection, use, disclosure, retention, and safeguarding of personal information.

#### **Scope**

This policy applies to all Council members, members of the Finance and Audit Committee, Officers and employees of Anicinabe Nation of Kakinwawigak and any contractors or volunteers performing services on behalf of the Council. The direction provided in this policy applies to all personal information created and acquired by Anicinabe Nation of Kakinwawigak regardless of format (i.e., both electronic and hardcopy paper records).

#### **Responsibilities**

##### **COUNCIL IS RESPONSIBLE FOR:**

- approving and complying with the policy for privacy and the management of personal information

##### **THE EXECUTIVE DIRECTOR IS RESPONSIBLE FOR:**

- establishing and implementing documented procedures for privacy and the management of personal information
- designating an employee to manage and oversee Anicinabe Nation of Kakinwawigak's compliance with privacy requirements and this policy
- ensuring compliance with this policy

##### **THE DESIGNATED EMPLOYEE WHO MANAGES AND OVERSEES INFORMATION PRIVACY FUNCTION IS RESPONSIBLE FOR:**

- developing and maintaining standards, policies and procedures that support the objectives of Anicinabe Nation of Kakinwawigak's privacy program

- making sure that all the activities of Anicinabe Nation of Kakinwawigak are conducted in compliance with the established privacy standards, policies and procedures and in accordance with the generally accepted privacy principles. For this, the employee will:
  - providing training and awareness on privacy protection
  - making sure that community members are aware of their rights as they relate to privacy, including their right of access to, and the right to request the correction of, all the personal information which is kept about them by Anicinabe Nation of Kakinwawigak
  - acting as an expert resource on privacy matters
  - conducting periodic reviews of Anicinabe Nation of Kakinwawigak’s activities that involve the collection, use, disclosure, retention, and safeguarding of personal information
- investigating all complaints regarding the collection/creation, accuracy, use, sharing/disclosure, protection, retention and destruction of personal information and reporting the results to the appropriate supervisor and, where warranted, to Council
- recommending changes to policies, procedures and practices in response to the issues raised in the complaints
- responding in writing to the requests for access to, and correction of personal information submitted by employees and community members within [x] days from the date of the receipt

## **EMPLOYEES, CONTRACTORS AND VOLUNTEERS ARE RESPONSIBLE FOR:**

- complying with the established policy
- immediately reporting to their direct supervisor any privacy breaches

## **ADMINISTRATIVE PROCEDURES**

### **Procedures**

#### **4.1 Accountability**

The Executive Director will designate an employee to make sure the principles outlined in this policy are implemented.

#### **4.2 Identifying Purpose**

The purposes for the collection of personal information should be communicated to individuals at or before the time of collection. Depending upon the way in which the information is collected, this can be done orally or in writing. An application form, for example, may give notice of the purposes.

Persons collecting personal information must be able to explain to individuals the purposes for which the information is being collected.

### **4.3 Consent**

With limited exceptions, Anicinabe Nation of Kakinwawigak must obtain consent, verbal or written, from an individual before collecting their personal information. Consent requires that the individual is advised of the purposes for which the information is being collected and how it will be used and disclosed.

Consent must be stated in such a manner that the individual can reasonably understand how the information will be used or disclosed. Consent must not be obtained through deception.

Personal information can be collected, used, or disclosed without the knowledge and consent of the individual in only limited circumstances, such as legal or security reasons which may make it impossible or impractical to seek consent.

If personal information is intended to be used or disclosed for a new purpose not identified during the original collection, and not related to the original purpose of the collection, the consent of the individual must be obtained.

Individuals can give consent in many ways. For example:

- a form may be used to seek consent, collect information, and inform the individual of the use that will be made of the information; by completing and signing the form, the individual is giving consent to the collection and the specified uses
- consent may be given orally
- consent may be given through electronic means

An individual may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice.

### **4.4 Limiting Collection**

Anicinabe Nation of Kakinwawigak cannot collect personal information unethically. Both the amount and the type of information collected must be limited to that which is necessary to fulfill the purposes identified.

### **4.5 Limiting Use, Disclosure and Retention**

Personal information will only be used or disclosed for the purpose for which it was collected, specifically:

- consistent with the original collection of the personal information
- when consent of the individual is obtained
- for complying with a subpoena or warrant issued or order made by a court, person or body with jurisdiction to compel the production of information or for the purpose of complying with rules of court relating to the production of information

Personal information that has been used to make a decision about an individual must be retained long enough to allow the individual access to the information after the decision has been made.

Identifiable personal information must only be used and disclosed if required.

Personal information that is no longer required to fulfill the identified purposes will be destroyed, erased, or made anonymous in accordance with Anicinabe Nation of Kakinwawigak's retention and disposition schedule.

## **4.6 Accuracy**

Anicinabe Nation of Kakinwawigak will take all reasonable steps to make sure that personal information that is used to make a decision on an individual is as accurate, up-to-date and complete as possible to minimize the possibility that inappropriate information may be used to make a decision about the individual.

## **4.7 Safeguards**

Personal information should be protected with appropriate safeguards to make sure only those with a need to know will have access to the records:

- for electronic records containing personal information, the records should be protected with controls on the document itself (such as password protection) and other administrative controls, such as restricting access to the electronic storage location in which the record is stored
- for hardcopy paper-based records, containing personal information, the records should be stored in secure filing cabinets at all times unless being used, and transported in a secure manner if required to be taken offsite

Anicinabe Nation of Kakinwawigak must make its employees, contractors, and volunteers aware of the importance of maintaining the confidentiality of personal information.

Care must be used in the disposal or destruction of personal information, to prevent unauthorized parties from gaining access to the information.

## **4.8 Openness**

Anicinabe Nation of Kakinwawigak must be open about its policies and practices with respect to the management of personal information. Individuals will be able to easily acquire information about its policies and practices, including all policies and practices that comprise the Financial Management System. This information must be made available in a form that is generally understandable.

The information made available should include:

- the name or title, and the address, of the designated employee overseeing information privacy, who is accountable for Anicinabe Nation of Kakinwawigak's policies and practices, and to whom complaints or inquiries can be forwarded
- the means of gaining access to personal information held by Anicinabe Nation of Kakinwawigak
- a description of the type of personal information held by Anicinabe Nation of Kakinwawigak

## 4.9 Individual Access

When requested, an individual must be informed if Anicinabe Nation of Kakinwawigak holds personal information about the individual and provided an account of the use that has been made or is being made of this information and an account of the third parties to which it has been disclosed.

The identity of an individual will be authenticated before discussing their personal information with them.

When requested, Anicinabe Nation of Kakinwawigak must provide an individual with access to their personal information within a reasonable time and at minimal or no cost to the individual. The requested information will be provided or made available in a form that is generally understandable.

Individuals who are given access to their personal information may:

- request correction of the personal information where the individual believes there is an error or omission therein
- require that a notation be attached to the information reflecting any correction requested but not made
- require that any person or body to whom that information has been disclosed for use for a decision-making process, within a reasonable time that a correction or notation is requested, be notified of the correction or notation

In certain situations, Anicinabe Nation of Kakinwawigak may not be able to provide access to all the personal information it holds about an individual. Exceptions to the access requirement will be limited and specific. The reasons for denying access will be provided to the individual upon request. Exceptions may include information that:

- contains references to other individuals
- cannot be disclosed for legal, security, or commercial proprietary reasons
- is subject to solicitor-client or litigation privilege

## 4.10 Challenging Compliance

Anicinabe Nation of Kakinwawigak will make sure that a process exists to receive and respond to complaints or inquiries about its policies and practices relating to the handling of personal information. The complaint procedures will be easily accessible and simple to use.

If a complaint is found to be justified, Anicinabe Nation of Kakinwawigak will take appropriate measures, including, if necessary, amending its policies and practices.

## References and Related Authorities

FMB's Financial Management System Standards

- Standard 12.0 – First Nations Officers and Employees
- Standard 20.0 – Risk Management
- Standard 24.0 – Records and Information

## FMB's Financial Administration Law Standards

- Standard 24.0 – Records and Information