

**Alberta WCB
Policies &
Information**

Chapter:

GENERAL POLICIES

Subject:

ACCESS AND PRIVACY

Authorization:

BoD Resolution 2015/02/08

Date:

April 30, 2015

REFERENCE:

[Workers' Compensation Act, RSA 2000, Sections 1\(1\)\(u\), 13.2\(5\), 13.2\(5.1\), 13.2\(5.2\), 17\(1\), 18, 20, 32, 33, 36-41, 46, 95\(2\), 103, 126, 129, 132, 133, 147, 148, and 152](#)

[Workers' Compensation Regulation, Section 11](#)

[Freedom of Information and Protection of Privacy Act, RSA 2000, Sections 1\(n\), 16, 17, 33-36, and 38-42](#)

[Freedom of Information and Protection of Privacy Regulation, Schedule 2](#)

[Health Information Regulation, Section 5\(2\)\(d\)](#)

POLICY:

WCB recognizes privacy of *personal information* is a fundamental social value and is committed to protecting it. WCB also recognizes the importance of transparent decision-making processes and is committed to ensuring affected parties can access relevant information.

WCB collects, uses and discloses only information necessary to administer and interpret the *Workers' Compensation Act (WCA)* and only when authorized by the *WCA*, the *Freedom of Information and Protection of Privacy Act (FOIP or the FOIP Act)* and the *Health Information Regulation*.

This policy is effective December 17, 2014, except when noted otherwise in a specific policy section(s).

INTERPRETATION

1.0 Personal Information

Personal information means personal information as defined in the *FOIP Act*. It is recorded information about an identifiable individual and, in workers' compensation matters, typically includes an individual's:

- name, home or business address, or home or business telephone number

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**Personal Information
(continued)**

- age, sex, marital status or family status
- identifying number (including a claim number), symbol or other particular assigned to the individual
- health and health-care history, including information about a physical or mental disability
- educational, financial, or employment history
- personal views or opinions (unless they are about someone else) and others' opinions of the individual

For the complete definition, see s.1(n) of the *FOIP Act*.

Please see Part II for additional information on the following subjects:

Application

1 – [General](#)

2 – [Disclosure of Information](#)

Previous versions

- [Policy 0102 Part I - August 2015](#)
- [Policy 0102 Part I - June 2015](#)
- [Policy 0102 Part I - May 2006](#)
- [Policy 0102 Part I - June 2004](#)
- [Policy 0102 Part I - January 2004](#)
- [Policy 0102 Part I - January 2003](#)
- [Policy 0102 Part I - January 2002](#)
- [Policy 0102 Part I \(consolidated manual 1st Issue\) - February 1997](#)