

Policy Title:	Applies to:	Reference #
Open Government	All employees	2015-OCC-P0004
Approved by:	Dates:	Total # of Pages
City Clerk	Effective:	3
	Last Review:	
	Next Review:	
Authority:		
<i>The Local Authority Freedom of Information and Protection of Privacy Act</i>		

1.0 Purpose

The City of Regina recognizes the public's right of access to information in the possession or under the control of the City, as articulated through *The Local Authority Freedom of Information and Protection of Privacy Act* (LA FOIP). The City is committed to providing public access to City of Regina data/information through its Open Government Program, which includes three pillars: Open Information, Open Data and Open Engagement.

The purpose of this policy is to establish appropriate parameters around the City of Regina's efforts to make data/information available for public use as a normal course of doing business as well as through its Open Data website.

2.0 Scope

This policy applies to all employees of the City of Regina.

3.0 Definitions

Confidential Information – information that is meant to be kept private or shared with only certain parties for certain purposes. Confidential information may include personal information and information of a sensitive nature which may be, but is not limited to, third party/proprietary/commercial information.

Data – information that is produced or stored and is usually used to calculate, analyze or plan.

Information – what a record contains. It is also a term used to refer to the content of an electronic database or application. Regardless of the form, all recorded information in the possession or under the control of the City is a record.

LA FOIP – *The Local Authority Freedom of Information and Protection of Privacy Act*.

Open Data – the Open Government pillar that provides public access to City of Regina datasets, in a useable format, for re-use, re-purpose or to develop into digital applications for public benefit.

Open Engagement – the Open Government pillar that encourages public participation through social media and other communications channels.

Open Information – the Open Government pillar that provides public access to City of Regina records and/or information.

Personal Information – recorded information about an identifiable individual which may include but is not limited to: information about an individual's race; religion; family status; age; birthdate; place of origin; employment or criminal history; financial information; health services number; driver's licence number; social insurance number; home address, email address or telephone number; physical or mental condition of an individual; an individual's personal views or opinions except where they are about another individual.

Record – means a record of information in any form and includes information that is written, photographed, recorded, digitized or stored in any manner, but does not include computer programs or other mechanisms that produce records.

4.0 Policy

The principles of Open Government: transparency, accountability, accessibility and participation, are incorporated into the three pillars of the City of Regina's Open Government Program: Open Information, Open Data and Open Engagement.

The City strives to proactively share data/information with the public as the normal course of doing business, including but not limited to, the online City of Regina Open Data website.

The City will not publish data/information containing personal or confidential information that must be protected as outlined in LA FOIP.

5.0 Roles & Responsibilities

City Clerk is responsible for:

- Corporate information, including personal information at the City of Regina.

Manager of Corporate Information Governance is responsible for:

- Providing guidance with respect to this policy and ensuring this policy is maintained.

Open Government Lead is responsible for:

- Administrative functions related to the Open Government Program and the Open Data website.

Employees are responsible for:

- Compliance with this policy.

6.0 Related Forms

Open Data Submission Form
Open Data Application Development Form

7.0 Reference Material

The Local Authority Freedom of Information and Protection of Privacy Act
City of Regina Open Government Program Governance and Terms of Reference
City of Regina Open Government Procedure # 2015-OCC-PR0006
Open Government Licence – City of Regina

8.0 Revision History

Date	Description of Change	(Re)-Approval Required (y/n)
01-05-2016	Initial Release	Yes
01-08-2016	Revision	Yes
01-05-2017	Scheduled Review	No
01-11-2017	Revision	No
01-07-2018	Scheduled Review	Yes
01-05-2020	Scheduled Review	Yes
01-06-2022	Scheduled Review	Yes