

Protection of Privacy Act Delegation Tables

Delegation Table – Provisions of the *Protection of Privacy Act* and Regulation for which Delegation of Authority Should be Considered

Duty, power or function of Head	Section reference	Retained by Head	Delegated to Privacy Service Manager	Delegated to other person(s) (provide title(s) – specific or generic)
Collection, Correction, Protection of Personal Information				
Authority to set aside collection requirements	5(3), (4)			
Authority to decide on requests for correction of personal information	7(1)			
Duty to correct, annotate or link personal information, duty to notify previous recipients	7(3), (4)			
Duty to give notice to individual requesting correction	7(7)			
Authority to transfer a request for correction	8			
Duty to ensure protection of personal information by making reasonable security arrangements	10(1) Regulation (MIN) 2, 3			
Duty to notify the affected individual when there exists a significant risk of harm	10(2) Regulation (MIN) 4			
Duty to ensure protection of data derived from personal information	20			
Duty to ensure protection of data derived from non-personal data	24			

Use and Disclosure of Personal Information				
Establishing rules for electronic consent	Regulation 2(4)(a)			
Establishing rules for oral consent	Regulation 2(5)(a)			
Authority to disclose to guardian of a minor	54(1)(e)			
Authority to disclose to relative or adult interdependent partner of deceased individual	13(1)(s)			
Authority to disclose to avert imminent danger to health or safety	13(1)(cc) Regulation 1(1)(b)			
Authority to approve conditions for disclosure for research and statistical purposes and for administration of research agreements	15			
Authority to disclose to guardian of a minor	54(1)(e)			
Reviews and Complaints				
Authority to ask the Commissioner for advice	28(1)			
Authority to require Commissioner to examine original record on site	29(4)			
Right to make representations to the Commissioner	41(6),(8)			
Duty to comply with Commissioner's Order	44			
General Provisions				
Duty to publish a directory of the body's personal information banks and keep it current	57(2), (5)			

Duty to record uses or disclosures of personal information not included in directory	57(4)			
--	-------	--	--	--

Delegation Table – Administrative Responsibilities in the *Protection of Privacy Act* and Regulation that May be Assigned

Duty, power or function of public body	Section reference	Retained by Head	Delegated to Privacy Service Manager	Delegated to other person(s) (provide title(s) – specific or generic)
Collection, Accuracy and Retention of Personal Information				
Establishing controls over the collection, use and disclosure of personal information	2(a)			
Authorizing routine correction of personal information	2(b)			
Ensuring authorized purpose of collection	4			
Assuring proper collection and notification	5			
Assuring accuracy of personal information	6(a)			
Applying retention standards	6(b)			
Use and Disclosure of Personal Information				
Assuring appropriate uses	12			
Assuring appropriate purposes of data matching	17			
Assuring appropriate uses of data derived from personal information	18			

Assuring appropriate purposes of disclosure of data derived from personal information	19			
Assuring appropriate purposes for creation of non-personal data	21 Regulation (MIN) 5(1)			
Assuring appropriate use and disclosure of non-personal data	22, 23 Regulation (MIN) 5(2)			