

Data Collection, Records Retention, and Destruction Policy			
Policy Number:	RPRA-Board-GRSAC-014		
Review Frequency:	Every two years	Date Last Reviewed:	September 18, 2023
Responsible Executive:	General Counsel and Chief of Strategic Initiatives	Date Last Revised:	September 18, 2023

Purpose

The purpose of the Data Collection, Records Retention, and Destruction Policy is to establish a framework for records management standards and practices to ensure:

- Information is preserved;
- Records are accessible;
- Accumulation of information that has no value to the business is avoided;
- Compliance with regulatory and operational requirements;
- To ensure uniformity in the maintenance and disposal of records

Application

Authority staff will adhere to this policy.

Policy

This Policy should be read in conjunction with RPRA's [Access and Privacy Code](#). It applies to all records that RPRA obtains or creates in implementing its mandate under the [Resource Recovery and Circular Economy Act, 2016 \(RRCEA\)](#) and the [Waste Diversion Transition Act, 2016 \(WDTA\)](#).

1. Definitions

Authority means the Resource Productivity and Recovery Authority.

Commercially Sensitive Information means information that, if disclosed, could reasonably be expected to prejudice the commercial interests of a person.

Confidential Information means information that the Authority obtains or creates in performing a duty or exercising a power under the RRCEA or the WDTA and which is required by those Acts to be kept confidential by the Authority. Confidential Information includes Personal Information and Commercially Sensitive Information.

Personal Information means information about an identifiable individual, or by which an

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identifiable individual can be deduced, whatever the format.

Record means any record of information, however recorded, whether in printed form, film, by electronic means, or otherwise, in the custody and control of the Authority.

2. Data collection

The Authority will collect data in accordance with its [Access and Privacy Code](#).

3. Records Retention

The Authority will retain records, including records containing Commercially Sensitive and Personal Information, for as long as is necessary to fulfill the purpose for which they were collected or created, or for their use in accordance with this policy. Records that the Authority no longer needs to retain to fulfill the purpose for which they were collected or created may nevertheless be retained in the following circumstances:

- A law requires or authorizes the retention,
- The record is reasonably required for future activities of the Authority in implementing its mandate under the RRCEA or WDTA,
- The record is the subject of an unresolved access request under the Access and Privacy Code, or
- The record is transferred to storage or archives for historical research or permanent preservation.

Confidential, commercially sensitive, and personal information will be safeguarded in accordance with the [Access and Privacy Code](#).

4. Destruction of Records

For all records that have fulfilled the purposes for which they were collected and are not to be further retained under section 3 of this policy, the record will be destroyed in a manner that is appropriate given its medium:

- A paper record of confidential, personal or commercially sensitive information, and all copies, will be shredded as part of the destruction process,
- Electronic data containing confidential, personal or commercially sensitive information will be deleted from hardware that hosted the data, and

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- Before hardware that hosted electronic data is discarded or destroyed, electronic data containing confidential, personal or commercially sensitive information will be deleted.

5. Accountability

The Chief Information Officer is accountable for monitoring compliance with the requirements of this policy.

Related Policies

This policy should be read in conjunction with: [Access and Privacy Code](#)