

## **Environmental Appeals Board – Privacy Management Program (Public Summary) [PMP Document 1.1]**

The Environmental Appeals Board (Board) is an independent public body committed to managing personal information, data derived from personal information, and non-personal (anonymized) data transparently and in accordance with Alberta's *Protection of Privacy Act* (POPA). This public summary provides an overview of the Board's Privacy Management Program (PMP) under POPA

### **What personal information the Board collects**

The Board collects personal information from individuals who file appeals, from government departments involved in those appeals, and from third parties with an interest in the subject of an appeal. The information collected typically includes names, contact information (such as mailing address, email address, and phone number), and information relevant to the appeal process.

In some cases, appeal records may include financial information or limited personal health information if a party chooses to provide it. The Board advises parties that appeal files are public records and, where appropriate, will confirm whether individuals wish sensitive information to be included in the public appeal file.

When you visit our website, our servers collect a small amount of standard technical information needed to operate and evaluate the website. This information includes things like your computer's IP address, your browser type, temporary cookies, and the date and time of your visit. This information is not used to identify you or track individual users but is strictly used for website security and analysis.

### **Why the Board collects and uses personal information**

The Board collects and uses personal information to administer appeals under the *Environmental Protection and Enhancement Act, Part 4*, and the *Environmental Appeal Board Regulation*. This includes receiving and processing notices of appeal, managing hearings and confidential mediations, communicating with parties, preparing reports and recommendations, and issuing decisions.

The Board's collection, use, disclosure, and publication of personal information are authorized by legislation. Appeal records, reports and recommendations, and

ministerial decisions are generally required by law to be public, subject to limited redaction where permitted. Mediation records, legal advice and internal panel deliberations are strictly confidential. *The Board does not sell personal information under any circumstances.*

### **Third Party Use of Public Records**

Once information is on the public record, third parties may access it. The Board has no ability to control a third party's use of information, including personal information, taken from the public domain and is not responsible for subsequent third-party use. Anyone who accesses personal information from the public record of a proceeding should ensure that the personal information is used for a purpose consistent with the information being placed on the public record in the first place.

### **Automated Systems and AI**

The Board does not utilize automated decision-making systems for adjudication. Administrative AI assistances are restricted to secure enterprise environments processing public information only. All outputs generated must be reviewed by a human before action is taken by the Board.

### **How the Board protects personal information**

The Board uses administrative, physical, and technical safeguards that are proportionate to the sensitivity of the information it holds. These safeguards are consistent with Government of Alberta standards and include controlled access to records, secure electronic storage, and clear guidance to staff and Board members about appropriate record handling. Any duplicate or public appeal-related records held by individual Board panel members for convenience are considered transitory records and are securely deleted or destroyed within an appropriate time after the final decision or report and recommendation is issued.

The Board also relies on secure Government of Alberta information systems and approved service providers to support its operations.

### **Service providers**

The Board uses service providers, such as hearing platforms and transcription services, to support the conduct of hearings and record management. When service providers handle personal information on the Board's behalf, the Board remains responsible for that information and takes steps to ensure privacy risks are managed appropriately.

### **Recordings and transcripts**

Hearings before the Board may be recorded. Audio recordings form part of the official appeal record. Transcripts may be created to support accessibility and reference, and recordings may be used to verify transcript accuracy if required.

Where a hearing is livestreamed to the public, the Board manages the broadcast to ensure private panel deliberations or confidential, in-camera sessions are not aired. However, the Board does not censor or assume liability for personal information voluntarily spoken or introduced by public participants during a live broadcast. Because public hearings may be broadcast or recorded, any personal information you choose to speak or introduce at the hearing will become part of the public record.

### **Privacy incidents**

If a privacy incident occurs, the Board follows Government of Alberta procedures to contain the incident, assess potential harm, and notify affected individuals, the Minister of Technology and Innovation, and oversight bodies where required by law.

### **Your privacy rights**

Individuals have rights under Alberta's privacy and access to information legislation, including the right to request access to their own personal information and to request correction of factual personal information within statutory timelines. The Board will establish and maintain a documented correction request process in compliance with the legislation. You may also request a copy of the Board's full Privacy Management Program manual, which will be provided within 30 business days.

Privacy concerns or complaints will be handled through the Board's internal process or may be raised with the Office of the Information and Privacy Commissioner of Alberta. This program is reviewed on a defined three-year cycle and all personnel undergo regular privacy training.

### **Contact information**

Questions about the Board's collection, use, or disclosure of personal information may be directed to the Board's Privacy Officer.

Board's Privacy Officer  
306, Peace Hills Trust Tower  
10011 – 109 Street  
Edmonton, Alberta T5J 3S8  
Email: [eab@gov.ab.ca](mailto:eab@gov.ab.ca)

