

### Collection and Handling of Information

28. A Council Member shall not release any Confidential Information either verbally or in written form, unless the Council member is specifically authorized to release it by:
  - (a) a resolution of Council to use or release the Confidential Information, and then only to the extent of the Council authorization; or
  - (b) authorized discussion of the Confidential Information at a meeting that is open to the public; or
  - (c) lawful authorization under separate legal authority.
29. A Council Member must not discuss or disclose Personal Information of others to any person, except in a manner that complies with the duty to protect Personal Information under the *Freedom of Information and Protection of Privacy Act*.
30. A Council Member shall take reasonable care to prevent unauthorized access to Confidential Information or Personal Information by unauthorized persons. If a Council Member learns of unauthorized access to Confidential Information or Personal Information, the Council Member shall report this information to the Chief Administrative Officer as soon as possible.
31. A Council Member shall comply with the directions of the Corporate Officer respecting the collection, use, retention, and disposal of City Records.