

FireSmart™ Alberta Community Scorecard

Privacy Notice and Terms of Use

Version: 2

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Prepared by: Alberta Forestry and Parks – Wildfire Mitigation Branch

About this Privacy Notice and Terms of Use

This Privacy Notice and Terms of Use explains how information entered into the FireSmart™ Alberta Community Scorecard application, referred to in this document as the “Scorecard Application,” is collected, used, disclosed, protected, retained, and managed. It also sets out the terms that apply when you use the Scorecard Application.

Participation in the Scorecard Application is voluntary.

The Scorecard Application is designed to assess community-level wildfire mitigation programs, policies, planning, and practices. It is not intended to assess individual homes, private properties, households, or residents.

Users must not enter personal information about residents, individual property-level information, private residential addresses, photographs of identifiable individuals, or sensitive operational details unless the Scorecard Application specifically requests that information and the user has authority to provide it.

1. Legal Authority and Purpose for Collection

Information collected through the Scorecard Application is collected by the Government of Alberta and managed in accordance with the **Protection of Privacy Act**, the **Access to Information Act**, applicable Government of Alberta records and information management requirements, and Government of Alberta privacy and security policies.

Any personal information collected through the Scorecard Application is collected because it relates directly to and is necessary for the administration, delivery, evaluation, reporting, and continuous improvement of the FireSmart™ Alberta Community Scorecard and related community-level wildfire mitigation and resilience programs, including initiatives aligned with the Alberta Wildfire Mitigation Strategy.

Questions about the collection of personal information may be directed to the contact listed at the end of this Notice.

2. Information Collected

The Scorecard Application is intended to collect community-level and program-level information, including:

- community-level assessment responses
- information about community wildfire mitigation planning, policies, programs, training, engagement, and implementation activities
- non-identifying community-level statistics, where applicable
- optional case study information submitted by participating communities
- business contact information for designated community representatives
- system-use information required to operate and secure the application, such as user account information, login records, timestamps, audit logs, and technical information associated with application access.

The personal information collected is limited to what is required to administer the Scorecard Application, communicate with participating communities, confirm authorization to submit information on behalf of a community, maintain application security, and support records management and audit requirements.

Designated community representatives should use official role-based or work contact information wherever possible. If a volunteer or representative chooses to provide personal contact information, that information will be treated as personal information and used only for the purposes described in this Notice.

The Scorecard Application does not intentionally collect residential, household, individual resident, or individual property-level information.

3. Automated Scoring and Reporting

The Scorecard Application may generate scores, reports, dashboards, summaries, or suggested resources based on information submitted by participating communities.

These outputs are intended to support community-level planning, education, program improvement, and voluntary recognition activities. They are not used by the Government of Alberta to make enforcement, regulatory, insurance, or individual eligibility decisions.

If the Government of Alberta introduces a new automated system that uses Scorecard information to make decisions, recommendations, or predictions in a materially different way, this Notice will be updated and participating communities will be notified.

4. Custody, Control, and Data Governance

Information entered into the Scorecard Application is in the custody or under the control of the Government of Alberta for the purposes of Alberta public-sector access, privacy, records management, and information management requirements.

Participating communities remain responsible for any source records, working documents, or copies they maintain outside the Scorecard Application.

The Government of Alberta does not sell Scorecard information.

Scorecard information is managed under Government of Alberta privacy, security, records management, and information management policies. Privacy and security safeguards are reviewed as required to address changes in program design, technology, data use, information sharing, or service delivery.

5. Storage, Security, and Service Providers

Scorecard information is stored in Government of Alberta-approved systems, or systems approved for use by the Government of Alberta. Where practicable and approved, Scorecard information is stored in Canada.

The Government of Alberta uses reasonable administrative, technical, and physical safeguards to protect Scorecard information against unauthorized access, collection, use, disclosure, alteration, loss, or destruction. These safeguards may include role-based access controls, least-privilege access, authentication controls, audit logging, secure transmission, secure storage, confidentiality requirements, and incident response procedures.

Authorized Government of Alberta employees, contractors, and service providers may access Scorecard information only where required to support the operation, administration, maintenance, security, evaluation, reporting, or improvement of the Scorecard Application.

Service providers that support the Scorecard Application must comply with applicable contractual, privacy, confidentiality, security, records management, and information management requirements. The Government of Alberta remains accountable for personal information in its custody or under its control when service providers handle that information on its behalf.

6. Draft and Final Scorecard Documents

Participating communities may generate **DRAFT** Scorecard reports and optional draft case studies for internal review and planning purposes. Draft documents are watermarked.

Draft documents are not used by the Government of Alberta for public reporting, partner sharing, recognition programs, promotional activities, or research activities.

Draft information may still be stored, backed up, accessed for technical support or security purposes, retained in accordance with records management requirements, and subject to lawful access requests or other legal obligations.

Participating communities may choose to submit **FINAL** Scorecard documents. Submission of FINAL documents is voluntary. Submitting FINAL documents removes the draft watermark and enables the uses described in this Notice, including aggregate reporting, community-level program analysis, voluntary recognition activities, and approved information sharing.

7. Use of Scorecard Information

The Government of Alberta may use Scorecard information to:

- administer and operate the Scorecard Application
- communicate with participating communities
- confirm authorization to submit information on behalf of a participating community
- generate community-level Scorecard reports
- support community wildfire mitigation planning and continuous improvement
- evaluate community-level wildfire mitigation programs
- support provincial, regional, and community-level reporting
- identify training, education, resource, and program support needs
- support voluntary recognition programs
- develop aggregate or non-personal data for analysis and reporting
- maintain application security and audit logs; and
- comply with legal, access, privacy, records management, audit, and accountability requirements.

Scorecard information is not used by the Government of Alberta for enforcement or regulatory purposes.

Scorecard information is not shared with insurers for underwriting, premium-setting, or eligibility decisions unless the participating community expressly approves a specific disclosure or the disclosure is required by law.

8. Aggregate Analysis and Reporting

Information submitted through FINAL Scorecard documents may be used by the Government of Alberta for aggregate analysis and reporting at the provincial level or at broader regional scales, such as Forest Area, Non-Forest Area, municipal grouping, or other planning regions.

Aggregate analysis supports wildfire mitigation planning, priority-setting, evaluation, reporting, investment planning, public education, and continuous improvement across Alberta.

Before information is published or shared publicly, the Government of Alberta will take reasonable steps to reduce the risk that individuals, households, or individual properties could be identified, including by suppressing, combining, or generalizing information where appropriate.

The Government of Alberta may publicly report statistical or aggregate data, provided the reporting does not identify individuals, households, or individual properties.

9. Community-Level Information Sharing with Approved Partners

The Government of Alberta may share non-personal, community-level information from FINAL Scorecard documents with approved partners where the sharing supports wildfire mitigation, community resilience, recognition programs, education, research, analysis, planning, program delivery, or program evaluation.

Approved partners may include other public bodies, FireSmart Canada, provincial wildfire or emergency management agencies, research institutions, and contracted service providers.

The Government of Alberta may also share summarized examples, lessons learned, or best practices from participating communities with other communities for education, benchmarking, recognition, or program improvement, but only in a way that does not disclose personal information, individual household information, individual property-level information, or sensitive information.

Where a community is identified by name, the Government of Alberta will obtain the community's approval before publication or broader sharing, unless the information has already been approved for release or is otherwise legally authorized for disclosure.

Information-sharing arrangements must be authorized, documented, and limited to the information required for the approved purpose. Where appropriate, agreements or documented terms will require confidentiality, security safeguards, limits on use and disclosure, prohibition on re-identification, prohibition on unauthorized onward disclosure, and return or destruction of information when it is no longer required.

No information-sharing arrangement authorizes the disclosure of individual residential, household, individual property-level, or personal information unless the disclosure is legally authorized and necessary.

10. Optional Case Studies and Public Communications

Case studies are optional and are submitted at the discretion of participating communities.

Where a community submits a case study as part of its FINAL Scorecard documents, the Government of Alberta may use the case study for communications, education, training, recognition, or promotional purposes only with the community's approval.

Before publication, case studies will be reviewed to help ensure they do not include personal information, private residential information, individual property-level information, photographs of identifiable individuals, sensitive operational details, confidential information, or other information that should not be publicly disclosed.

Participating communities are responsible for confirming that they have authority to submit case study content and that any required permissions, releases, or approvals have been obtained before submission.

Approved case studies may be featured on the FireSmart™ Alberta website, in Scorecard self-help resources, presentations, training materials, social media, reports, newsletters, or other communications products that promote FireSmart best practices.

A participating community may request that a published case study be corrected, updated, or removed from future use by contacting the program. Removal from materials already distributed or archived may not always be possible.

11. Access, Correction, and Privacy Rights

Individuals may request access to records, including their own personal information, in accordance with the **Access to Information Act**.

Individuals may request correction of their personal information if they believe it is inaccurate or incomplete, in accordance with the **Protection of Privacy Act**.

To request access or correction, or to ask a question about how information is collected, used, disclosed, protected, retained, or managed, contact the program using the contact information listed at the end of this Notice.

If you believe your personal information has been collected, used, disclosed, or managed contrary to applicable privacy legislation, you may contact the Government of Alberta. If

your concern is not resolved, you may request a review or submit a complaint to the Office of the Information and Privacy Commissioner of Alberta, where applicable.

12. Privacy Breach and Incident Notification

If a privacy incident occurs involving personal information in the custody or under the control of the Government of Alberta, the Government of Alberta will assess the incident and take steps to contain, investigate, and mitigate the incident.

Where a privacy incident creates a real risk of significant harm to an individual, the Government of Alberta will provide required notifications to affected individuals, the Office of the Information and Privacy Commissioner of Alberta, and the responsible Minister, in accordance with the Protection of Privacy Act and applicable Government of Alberta requirements.

13. Retention and Disposition

Scorecard information is retained in accordance with approved Government of Alberta records retention and disposition requirements.

Retention may vary depending on the type of record, including application records, final submissions, draft records, case studies, audit logs, backup records, reports, and records required for legal, audit, access-to-information, privacy, or program accountability purposes.

Scorecard information will be securely disposed of when it is no longer required and when disposition is authorized under applicable Government of Alberta records management requirements.

14. User Responsibilities

By using the Scorecard Application, you agree to:

1. provide accurate information to the best of your knowledge
2. submit information only where you are authorized to act on behalf of the participating community
3. use official or role-based contact information wherever possible
4. avoid entering personal information about residents, households, or individual properties unless specifically requested and authorized
5. avoid entering sensitive operational, security, or confidential information unless specifically requested and authorized

6. protect your login credentials and not share your account access with others;
 7. use the Scorecard Application only for lawful, authorized, community-level wildfire mitigation and resilience purposes; and
 8. promptly notify the program if you believe information has been entered incorrectly or if you become aware of a potential privacy or security issue.
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15. Changes to this Notice and Terms of Use

The Government of Alberta may update this Privacy Notice and Terms of Use from time to time.

Material changes will be communicated to participating communities through email, in-application notice, or another reasonable method. The version number and effective date will be updated.

Changes will apply from the effective date of the updated Privacy Notice and Terms of Use. Material changes that would significantly expand the use or disclosure of previously submitted FINAL documents will not be applied retroactively unless authorized by law or approved by the participating community where approval is required.

Continued use of the Scorecard Application after the effective date of an updated Privacy Notice and Terms of Use constitutes acceptance of the updated terms.

16. Acceptance of Terms

By selecting **Agree**, you confirm that you:

1. are authorized to act on behalf of the participating community
2. have read and understood this Privacy Notice and Terms of Use
3. understand how Scorecard information will be collected, used, disclosed, protected, retained, and managed
4. understand the distinction between DRAFT and FINAL Scorecard documents
5. understand that participation in the Scorecard Application is voluntary
6. agree to follow the user responsibilities set out in this Privacy Notice and Terms of Use
7. agree to use the Scorecard Application in accordance with these Terms of Use.

If you do not agree, you cannot use the Scorecard Application. You may contact the program to discuss questions about participation or available alternatives.

Contact

Questions regarding the collection, use, disclosure, protection, retention, or management of information may be directed to:

Alberta Forestry and Parks

Forest Management and Wildfire Mitigation

Email: firesmart@gov.ab.ca

Phone: (587) 337-2508