



Title: Redacting Online Public Records		
Policy #: CS-RED-1	Issued: April 24, 2024	Page #: 1 of 3
Revised:		
Approved by: Regional Council		
Responsibility: Regional Clerk	Section: Corporate Services	

1. Policy

- 1.1 The Region will redact certain personal information from public records posted on its website if a written request is received to redact the information.
- 1.2 The Regional Clerk holds overall responsibility for this policy and is the primary point of contact.
- 1.3 This policy applies, but is not limited to, personal information submitted to the Region in relation to public meetings.
- 1.4 Legislative Services will take all necessary precautions to limit the inclusion of personal information of meeting participants in official public records, unless there is a statutory requirement to do so.

2. Purpose & Scope

- 2.1 This policy guides the process for requests from the public for redaction of personal information from records of public meetings on the Region's website.
- 2.2 The policy does not apply to official copies of public records held in physical format by Legislative Services, and such original unredacted public records shall be made available to any member of the public on request in accordance with the Regional Clerk's statutory obligations under the *Municipal Act, 2001*.

3. Definitions

- 3.1 "Personal information" as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), means recorded information about an identifiable individual, including but not limited to address, phone number, medical history, or email address.
- 3.2 "Region" means the Regional Municipality of Durham.
- 3.3 "Regional Clerk" means the Clerk of The Regional Municipality of Durham, or that person's designate.

3.4 “Region’s Website” means durham.ca.

4. Background & Preamble

4.1 The Region’s website contains personal information collected and maintained for the purpose of creating records that are available to the general public (e.g. Committee/Council material, Planning matters).

4.2 Although the personal information is properly collected in accordance with governing legislation and is properly used and disclosed under the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), it is recognized that there may be situations where it is appropriate to remove certain personal information from public records on the Region’s website.

5. Procedure to Request a Redaction

5.1 Written Request

An individual who would like to request redaction of certain personal information from public records on the Region’s website shall submit a written request to the Regional Clerk using the assigned form. Upon receiving a request from an individual, the Regional Clerk shall consider redacting from any document that is posted to the website:

- i) address number (save and except for statutory requirements);
- ii) email address;
- iii) telephone number; and/or
- iv) signature

5.2 Information that will not be redacted

The following types of information will not be redacted:

- Names;
- Written or verbal comments submitted for the public meeting process including statements and opinions of meeting participants; and
- Image or likeness of the individual as it appears on a video recording.

5.3 Identify the Information

The individual must clearly identify what information they would like redacted by specifying where the information is found, such as by the meeting date and the particular entry/entries (e.g. paragraph number ‘x’ on page number ‘y’), or a screen capture with the portion of text highlighted.

6. Procedures for Review of Redaction Requests

6.1 All requests shall be considered on an individual basis.

- 6.2 A broad request to remove personal information shall not be considered.
- 6.3 The Region shall consider the nature of the personal information posted and whether there are statutory provisions requiring disclosure of the information, and if there are alternative solutions available that promote public transparency while providing personal privacy protection. Examples include abbreviating names or removing specific address numbers for an identifiable road or street.

7. Internet Search Engines

- 7.1 If the Region amends its website content in response to a request from an individual to redact personal information, the Region shall not take any further action regarding the redaction of the personal information from any other external source including internet search engines. Any further action of this nature must be undertaken by the individual.

8. Application

- 8.1 Individuals requesting redaction of public information must complete the [application form](#)

9. Inquiries

- For additional information regarding this policy please contact the Regional Clerks office at
- 9.1 clerks@durham.ca.