

SLGA ACCURACY OF PERSONAL INFORMATION POLICY

1.0 PURPOSE

The purpose of the Saskatchewan Liquor and Gaming Authority (SLGA) Accuracy of Personal Information Policy is to ensure the personal information SLGA collects is accurate and that the processes used to collect personal information contribute to the accuracy of the personal information as far as reasonably possible.

2.0 PERSONS AFFECTED

SLGA's Accuracy of Personal Information Policy applies to all SLGA employees, customers and affiliates.

3.0 DEFINITIONS

"Personal information" means personal information about an identifiable individual that is recorded in any form as interpreted in section 24 of *The Freedom of Information and Protection of Privacy Act*.

4.0 POLICY STATEMENT

SLGA shall ensure that personal information shall be as accurate, complete, and up-to-date as is reasonably possible and necessary for the purposes for which it was collected.

5.0 SLGA PROCESSES FOR ENSURING ACCURACY OF PERSONAL INFORMATION

SLGA collects personal information on:

- SLGA employees including:
 - dependant and emergency contact information; and
 - personal information on applications for SLGA employee identification badges;
- Permittees, licencees, and registrants for a:
 - beverage alcohol permit;
 - charitable gaming licence;
 - gaming certificate of registration; and
 - horse racing licence;
- Suppliers of Goods and Services to SLGA through tenders, expressions of interest, requests for proposals, service contracts, and invoices; and
- Beverage Alcohol Retail Franchisees upon application for a franchise to retail SLGA beverage alcohol products; and

- Video Lottery Terminal (VLT) Site Contractors upon application to manage and conduct VLT gaming in permitted premises.

To ensure accuracy of SLGA employee personal information, SLGA:

- bi-annually requests SLGA employees to update personal information on an “Employee Information Change Form”;
- requires SLGA employees to provide changes or corrections to personal information at any time during the year, if there is a change to personal information, or if an employee becomes aware the personal information is incorrect; and
- directs all employees to comply with a renewed Criminal Record Check at the expiration of the three year anniversary of their most recent submission.

Prior to the expiration of any beverage alcohol permit, charitable gaming licence, certificate of registration, or horse racing licence, SLGA:

- annually, requires a permittee, licensee, or registrant to complete an application for renewal including the opportunity to provide SLGA with current and accurate personal information;
- allows, at any time during the year, the permittee, licensee, or registrant to provide SLGA with changes or corrections to personal information related to the permit, licence, or registration; and
- requests further follow-up or checking on personal information when information on an application indicates items of concern requiring further investigation.

At any time during the duration of a franchise agreement or site contractor agreement, the franchisee or site contractor is responsible to provide SLGA with changes or corrections to personal information related to that agreement. Franchise agreements and site contractor agreements are in effect until there is a change in business ownership.

6.0 CORRECTION OF PERSONAL INFORMATION

All SLGA employees and others may request to correct personal information by completing a “Request to Correct Personal Information” form set out in SLGA’s Privacy Policy.

7.0 QUESTIONS AND REQUESTS FOR INFORMATION

Questions concerning SLGA's Privacy Policy should be directed to SLGA's Privacy Officer, Vice President, Corporate Services Division; Director, Policy and Legislation; or the Freedom of Information Coordinator by emailing inquiry@slga.gov.sk.ca or through the contact information below:

SLGA Privacy Officer

Vice President
Corporate Services Division
P.O. Box 5054
2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: 306-787-2977
Facsimile: 306-787-8439

Director, Policy and Legislation

Corporate Services Division
P.O. Box 5054
2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: 306-787-0589
Facsimile: 306-787-8439

Freedom of Information (FOI) Coordinator

Senior Policy Analyst
Corporate Services Division
P.O. Box 5054
2500 Victoria Ave
Regina, SK S4P 3M3
Telephone: 306-787-1794
Facsimile: 306-787-8439

8.0 SEE ALSO

SLGA Privacy Policy

9.0 REVISION HISTORY

Logo and contact information updated Jan 5, 2015