

Information Controller and Information Custodian Directive

Data, Information and Privacy Services Division, Data, Information and Records Services Branch

Version: 1.0

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Directive Statement

This directive defines the roles and responsibilities of information controllers and information custodians in the Government of Alberta.

The statements in this directive are expanded upon in the [supporting guidance](#).

Authority

This directive is issued under the authority of the [Government Organization Act](#) and the [Records Management Regulation](#).

Application and Scope

This directive applies to all departments defined under section 14 of Schedule 11 of the *Government Organization Act* and agencies, boards, and commissions designated in schedule 1 of the [Freedom of Information and Protection of Privacy Regulation](#).

Agencies, boards, and commissions that are not designated in schedule 1 of the Freedom of Information and Protection of Privacy Regulation are encouraged to align with this directive.

Definitions

Information Controllers: Information controllers have the responsibility and decision-making authority for assigned collections of information, including (but not limited to) regulating and administering use, disclosure, and/or disposition of information.

Information Custodians: Information custodians have the responsibility for maintaining and/or administering the systems and/or applications in which information is managed without having responsibility for the information itself.

NOTE: There are legislated, mandatory requirements for information that are part of Freedom of Information and Protection of Privacy (FOIP) requests and/or information that is subject to the *Health Information Act (HIA)*; these requirements are paramount to this directive and the associated guidance. For more information, please contact the appropriate [FOIP Office](#) and/or the [HIA Help Desk](#).

Directive Statements

1. The Government of Alberta's information is legally the property of the Crown in right of Alberta, with some exceptions (e.g., licensed intellectual property).
2. Accountability in the Government of Alberta flows from the Crown to ministers, to deputy heads (or equivalent).
 - 2.1. As per section 9 of the Records Management Regulation, the deputy head of a department is ultimately accountable for the information in the custody and/or under the control of the department.
 - 2.2. Responsibility, but not accountability, for information may be assigned by the deputy head to another party (e.g., to an assistant deputy head, to a program executive and/or manager etc.).
 - 2.2.1. In shared systems, deputy heads may assign responsibility for the system and/or the information managed within the system to another deputy head (e.g., "Core" Controllers).
 - 2.3. Assignment of responsibility must be documented.

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3. At a minimum, all information and systems/applications in the Government of Alberta must have a documented information controller and information custodian.
 - 3.1. Information controllers are responsible for determining business and system/application requirements for information (e.g., access, use, security) and authorizing final disposition.
 - 3.2. Information custodians are responsible for implementing the maintenance, risk management, and security of systems and applications to align with the business requirements as identified by the information controllers.
4. Secondary and/or subsidiary roles not captured in this directive may currently exist or may be planned for future implementation.
 - 4.1. It is the responsibility of the department to establish and document the secondary and/or subsidiary roles.
 - 4.2. Secondary and/or subsidiary roles must operate in alignment with the responsibilities of information controller and information custodian as captured in this directive.
5. The relationship between information controller and information custodian is not explicitly hierarchical.
 - 5.1. These roles may be independent, dependent, or the same entity (e.g., a single department may have multiple information controllers and information custodians responding to different business area requirements).
6. All Alberta Public Service staff have an obligation to ensure that information is managed in accordance with established enterprise and department policy instruments.

Roles and Responsibilities

Please see the Information Controller and Information Custodian Guideline for details on roles and responsibilities.

Compliance

Consequences of non-compliance with this directive could result in the loss of information, damage to Government of Alberta's reputation, exposure of Albertans to harm and/or incurrence of unnecessary costs. Depending on the severity of non-compliance:

- either informal or formal requests and/or follow-ups may be made by the Data, Information and Privacy Services Division, Corporate Internal Audit Services, Corporate Information Security Office, Office of the Information Privacy Commissioner, and/or Public Service Commission, and
- legislated disciplinary action (i.e., [Public Service Act](#)) may be taken.

References and Supporting Resources

- [Information Controller and Information Custodian Guideline](#)