

Statement of Ethical Principles and Professional Conduct

for Access-to-information, Information Privacy,
and Data Protection
(Code of Conduct)



Privacy & Access Council of Canada
Conseil du Canada de l'Accès et la vie Privée



Privacy and Access Council of Canada (PACC) members and participants voluntarily agree and commit to conduct themselves in a manner that supports the mission and objectives of the PACC, and to abide by the duties and obligations described in this Code of Ethical Principles and professional Conduct:

- ✓ Contribute to the development and furtherance of the Access-to-information, Protection of Privacy, Data Protection, and Information Governance Profession (the "Profession") through practice, research, teaching, administration, and advocating on behalf of the Profession and the PACC.
- ✓ Maintain competence to be able to carry out professional responsibilities and provide services in a manner that is at all times honest, fair, unbiased, and diligent.
- ✓ Only accept engagements and assignments that are within the limits of their own knowledge, experience and skill, and which they have a reasonable expectation of completing with professional competence, integrity and objectivity, and in a timely manner.
- ✓ Conduct themselves with integrity, fairness and impartiality; to not take credit for work or achievements of others; to reject or refuse any business practice that is improper, dishonest, illegal, or unethical; to not engage in, condone, or assist others in conducting any illegal or dishonest behavior, including theft, fraud, corruption, collusion, embezzlement, or bribery, or in conduct that results in physical harm or creates or fosters an environment of fear, humiliation, manipulation, or exploitation of another person; to not take or abuse the property of others, including intellectual property; and to not engage in, condone, or countenance slander or libel.
- ✓ Resist influence, interference, or request that could compromise their professional integrity.
- ✓ Seek assistance and/or recommend the service of other qualified professionals when requested to provide services beyond their own level of competence.
- ✓ Avoid behaviors that could bring the Profession into disrepute or could compromise professional responsibility or personal integrity.
- ✓ Hold all confidential information that becomes known to them in the course of their work as confidential, except where disclosure is made with the consent of the employer/client or is required or permitted by law, or required by the PACC Board of Directors for it to properly exercise its duties or responsibilities; or if the member or participant becomes aware of illegal activity in which case they agree and commit to report the illegal activity to appropriate law enforcement authorities.
- ✓ Avoid or, where unavoidable, disclose all actual and potential conflicts of interest that might influence or might be perceived to influence their actions, objectivity, or judgment.
- ✓ Support, promote, and apply the principles of human rights, equity, dignity, and respect in their work and conduct.
- ✓ Adhere to laws, regulations, and bylaws that relate to the Profession, whether directly or indirectly, as well as all civil and criminal laws, regulations and statutes; and avoid engaging in or condoning any activity expected or intended to circumvent the clear intention of the letter or spirit of law.
- ✓ Improve their professional competence by continually striving to increase their proficiency through relevant and meaningful education and experience, and by engaging in activities that enhance knowledge, skills, training and competencies, and the credibility and value of the Profession, and which foster the kinds of professional standards that merit the public's trust.

PACC has the discretion to refuse or revoke the membership of any person in appropriate circumstances or as set out in the PACC bylaws.

Every member and participant agrees and commits to be subject to and abide by the disciplinary procedures and sanctions set out by the PACC Board of Directors.



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