



District of Lantzville
Incorporated June 2003

NOTICE TO LANTZVILLE RESIDENTS

On June 7, 2018, a member of Council for the District of Lantzville reported that he had recently misplaced a USB memory stick that may contain information about individuals in relation to the business of the District during a period between 2014 and 2018. The Councillor's efforts to locate it have so far been unsuccessful.

There is no evidence to date that information on the device has been accessed without authority. As a precaution, however, if you have provided Councillor Coulson with correspondence, other documentation or information during this period that you consider to be of a confidential or sensitive nature, it is advisable to watch for signs of any unexpected or improper use of that information. Personal information may include records of bylaw enforcement and related disputes; applications for and departures from positions with the District; personnel issues; and views on District matters. In particular, we encourage you to monitor your bank and credit card statements, and report any unusual activity immediately to your financial institution.

The District has reported the incident to the Office of the Information and Privacy Commissioner of British Columbia and we are taking steps to identify information that may have been included on the device and to personally notify individuals who could be affected.

The District of Lantzville takes security very seriously and will be formalizing procedures into a policy to protect information carried on mobile devices.

Please contact Trudy Coates, Director of Corporate Administration or Ronald Campbell, Chief Administrative Officer at 250.390.4006 if you have questions or information regarding this matter.

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