



REGISTRATION POLICY



Author: Alberta Recycling Management Authority

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CONTACT US

ADDRESS

10020 108 St NW,
Edmonton, AB, Canada T5J 1K6

MAILING ADDRESS

P.O. Box 189
Edmonton, AB, Canada T5J 2J1

LOCAL

780.990.1111

TOLL FREE

1.888.999.8762

INQUIRIES

epr@albertarecycling.ca

INTRODUCTION

This Registration Policy sets out the principles and rules that the Alberta Recycling Management Authority (the Authority) utilizes to manage registration within the Extended Producer Responsibility (EPR) system as outlined in the *Extended Producer Responsibility Regulation, AR 194/2022*.

The Authority is a not-for profit, non-Crown organization with responsibilities related to the government's efforts to advance a circular economy and achieve a waste-free Alberta. These responsibilities include developing and operating an electronic registry to effectively oversee programs under the EPR Regulation and monitor compliance of obligated parties and producer performance.

GENERAL REGISTRATION POLICY

The EPR Regulation permits the Authority to "register a producer, a producer responsibility organization, a processing facility or a community."

The Authority can cancel or suspend the registration of a producer who contravenes the Act.

OBJECTIVES, PRINCIPLES, AND RULES

The *objectives* of the Registration Policy are:

- **Access Control:** Ensure that only authorized individuals and entities can register on the electronic system.
- **Data Accuracy:** Maintain accurate and up-to-date registration information to facilitate efficient operations and effective communication. Any inaccuracies found within the system will be verified with the affected stakeholder and updated in a timely manner.
- **Security:** Safeguard sensitive data and protect against unauthorized access, data breaches, and cyber threats. Further information related to data can be found in the *Access, Privacy, and Records Management Policy*.
- **Compliance:** Ensure compliance with the Regulation, and bylaws governing registration and data management.
- **User Experience:** Provide a user-friendly registration process that minimizes administrative burden while capturing necessary information.

The registration *principles* are:

- **Transparency:** Ensure that the registration process and associated policies are clear and accessible to all stakeholders.

- **Privacy:** Respect the privacy of registrants by collecting only necessary data and use the data only for the intended purposes.
- **Security by Design:** Implement security measures at every stage of the registration process to prevent unauthorized access and data breaches.
- **Accountability:** Clearly define roles and responsibilities for registration management and data protection.

Overarching *rules* will apply to the management of the registry. The rules may be modified in the future if the Regulation or the Bylaws are updated.

The rules are:

1. **Eligibility Criteria:** Only stakeholder groups identified in the regulation and bylaws are able to register on the system.
2. **Data Collection:** Information required during registration will be the data set out in the Bylaws. The Authority will only ask for information necessary to perform its duties and meet its obligations.
3. **Verification Process:** Each registrant will be verified by the Authority through a variety of means such as email verification. Registrants are not auto verified through account creation.
4. **Data Retention:** Registration data will be managed as set out in the *Access, Privacy, and Records Management Policy*
5. **Access Control:** Privacy and data access will be managed as set out in the *Access, Privacy, and Records Management Policy*. Each user within the system has role-based access controls.
6. **Data Protection:** Data within the registry system is protected through appropriate security measures.
7. **Compliance:** This Registration Policy complies with the Regulation and Bylaws and will be regularly reviewed to incorporate continuous improvement, as appropriate.
8. **User Support:** Registrants will be able to seek assistance, report issues, or request changes to their registration information directly through the electronic registry. Contact information of relevant support staff will also be available to registrants through the registry.
9. **Consequences of Violation:** Violations by program registrants of EPR Regulations, Bylaws or Policies can lead to account suspension. Account suspension has implications which differ by type of registrant.