

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

### **Background**

Access to information is a right of the general public. This right must be balanced by appropriate protection of privacy for personal information. Access to information of the Division will be provided subject to the following principles:

- Right of access to records.
- Protection of individual privacy.
- Right of access to one's own personal information.
- Right to request correction of personal information.
- Independent review of decision made respecting access to information.

### **Procedures**

1. The Division will provide access to information in a manner consistent with the Freedom of Information and Protection of Privacy Act and this Administrative Procedure.
2. The Superintendent is designated Head of the Division for the purposes of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring the Division complies with the provisions of the Act.
3. The Head is authorized to fulfill their duties under the Freedom of Information and Protection of Privacy Act which includes the establishment of procedures and practices to ensure appropriate management of the legislation.
4. The Secretary-Treasurer is designated Coordinator of the Division for the purposes of the Freedom of Information and Protection of Privacy Act and is responsible for overall management of the freedom of information and protection of privacy function.
5. Principals are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the Division Coordinator.
6. When fees are to be paid under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta shall be confirmed as the rates used by the Division.

Adopted/Revised: JUN 2016

Reference: Section 33, 52, 53, 65, 68, 197, 222 Education Act  
Freedom of Information and Protection of Privacy Act  
FOIP Regulation 200/95