



POLICIES AND PROCEDURES

POLICY: Freedom of Information

SECTION A: General Policies & Procedures

SUB-SECTION: General

Date Approved: September 19, 2000

Dates of Amendment: April 14, 2009
June 11, 2013

Cross Reference: Protection of Privacy, Requests for Information from Catholic School Councils; Requests for Information from Catholic Parishes; Records Management; Parental Access to Student Information

POLICY:

1. The Board shall comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), which is a provincial law that requires the protection of personal information and provides individuals with a right of access to government records subject to specific and limited exemptions.
2. The Director of Education/designate shall be considered the Head of the Board for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.
3. The Board shall charge fees for the provision of information related to official requests made under the Act.

ADMINISTRATIVE PROCEDURES:

1. The Director of Education will designate an officer of the Board to be the Freedom of Information Coordinator for the purpose of the M.F.I.P.P.A. The Coordinator will:
 - a) receive all requests for information under the Act;
 - b) retrieve and review Board records;

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- c) prepare correspondence related to notification and access, including tracking of requests and an estimate of costs to access information;
- d) prepare Board records for access, including severing of private information;
- e) oversee the administration of fees and financial reporting for requests made under the Act, in cooperation with the Finance Department.
- f) prepare the Board's Annual Report to the Information and Privacy Commissioner; and
- g) assist with staff training related to implementation of the legislation;