

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### Background

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA).

The purposes of FIPPA and this District administrative procedure are to:

1. Allow any person a right of access to the records in the custody or under the control of the District subject to limited and specific exceptions as set out in the Act,
2. Control the manner in which a public body may collect personal information from individuals, to control the use that the District may make of that information and to control the disclosure by the District of that information,
3. Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the District,
4. Allow individuals a right to request corrections to personal information about themselves that is held by the District and,
5. Provide for independent reviews of decisions made by the District under the Act and the resolution of complaints under the Act.

### Procedures

1. The Superintendent shall designate an Information Officer and a Privacy Officer for the purposes of administering the *Freedom of Information and Protection of Privacy Act* in SD43 and those individuals are responsible for ensuring that the District complies with the provisions of the Act.
2. The designated officers are hereby empowered to fulfill the duties described in the *Freedom of Information and Protection of Privacy Act* which include the establishing of procedures and practices to ensure appropriate management of the legislation.
3. In accordance with the Freedom of Information and Protection of Privacy Act, the district will apply fees for Freedom of Information requests requiring more than 3 hours of staff time to complete. Rates applied will be those adopted by the Government of British Columbia, as specified in *Freedom of Information and Protection of Privacy Act* Regulation.
4. All persons making requests for the release of information shall be notified as to appeal provisions under the Act.

Reference: Freedom of Information and Protection of Privacy Act

Last revised: October 2015