

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 1207

SUBJECT: BYLAWS OF THE BOARD -
FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

Date 94 12 05 2014 10 28
Revised 98 03 24 2002 03 12

DESIGNATION OF "HEAD"

As required under section 76.1(a) of the *Freedom of Information and Protection of Privacy Act*, the Board of Education designates the Superintendent of Schools as the official head of the school district for the purposes of the Act.

APPOINTMENT AND RESPONSIBILITIES OF THE F.O.I. COORDINATOR

As permitted under section 76.1(b) of the *Freedom of Information and Protection of Privacy Act*, the Board of Education authorizes the Secretary Treasurer to be responsible for the administration of the Act and to make operational decisions. The named person is authorized to issue any procedures required to support the district's administration of the Act.

The School District FOI Coordinator shall maintain a chronological log of all FOI requests which shall include: the date requested, name of requester, information sought, date of response and the information given.

General Responsibilities of the Freedom of Information (FOI) Coordinator

Under the direction of the Superintendent of Schools the FOI Coordinator is responsible for:

- developing and implementing effective policies, and procedures to manage the district's compliance with the *Freedom of Information and Protection of Privacy Act*. (the Act).
- conducting orientation and training sessions on the legislation and related district practices.
- establishing standards for administrative, technical and physical safeguards to ensure the confidentiality of records and personal information under district control.
- administering all requests and reports under the Act.

Schedule of Responsibilities Specific to the Act

The following schedule outlines the responsibilities of the Superintendent (Head) and FOI Coordinators in regards to the *Freedom of Information and Protection of Privacy Act*.

Transaction	Section(s)	Decision -Making	Implementation
INFORMATION RIGHTS			
Decide on severing a record	4	Head	Coordinator
Decide on duty to create a record	6	Head	Coordinator
Decide on content of response	8	Head	Coordinator
Decide how access will be given	9	Coordinator	Coordinator
Extend time limit up to 30 days	10	Coordinator	Coordinator
Request Commissioner's approval of extension	10	Head	Coordinator
Transferring a request	11	Coordinator	Coordinator
Decide to apply exceptions	12-22	Head	Coordinator
NOTICE TO THIRD PARTIES			
Third Party Notices	23	Coordinator	Coordinator
Notice of Decision	24	Head	Coordinator
Other Notices	22, 33, 25	Head	Coordinator
PUBLIC INTEREST PARAMOUNT			
Disclosure in the Public Interest	25	Head	Coordinator

**REGULATIONS - BYLAWS OF THE BOARD - FREEDOM OF INFORMATION
AND PROTECTION OF PRIVACY ACT**

1207R

PROTECTION OF PRIVACY

Purpose for which personal information may be collected	26	Coordinator	Coordinator
How personal information is to be collected	27	Coordinator	Coordinator
Correction of personal information	29	Coordinator	Coordinator
Accuracy, protection and retention of personal information	28, 30, 31	Coordinator	Coordinator
Uses of personal information	32	Coordinator	Coordinator
Disclosure of personal information	33	Coordinator	Coordinator
Approve disclosure of personal information for research or statistical purposes	35	Head	Coordinator

REVIEWS & COMPLAINTS

Make representations to Commissioner	56	Coordinator	Coordinator
Burden of Proof	57	Head	Coordinator
Disclosure on order of Commissioner	59	Head	Coordinator

REPORTS

Annual Statistical report to Information and Privacy Branch	68	Coordinator	Coordinator
Maintain School District #35's information in FOI directory	69	Coordinator	Coordinator
Make copies of directory available	69	Coordinator	Coordinator
Make policy manuals available	70	Coordinator	Coordinator
Maintain School District #35's Directory of Personal Information Banks	69	Coordinator	Coordinator
Prescribe categories of records available without requests	71	Coordinator	Coordinator

FEES

Assess fees, give fee estimate, require fee deposit	75	Coordinator	Coordinator
Approve waiver of fees	75	Head	Coordinator