



Administrative Procedure 180

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUESTS

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 comply with the requirements of the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA).

The purposes of FOIPPA and this Administrative Procedure are to:

- 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.
- Control the manner in which a public body may collect personal information from individuals, to control the use of that information, protect the privacy of that information, and to control the disclosure of that information by the District.
- 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.
- Allow individuals a right to request corrections to personal information about themselves that is held by the District.
- Provide for independent reviews of decisions made by the District under the Act and the resolution of complaints under the Act.

The Board of Education has designated the Superintendent as the official head of the District for the purpose of the Freedom of Information and Protection of Privacy Act.

Procedures

1. The Secretary-Treasurer is designated the coordinator for the purposes of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring that the District complies with the provisions of the Act.
 - 1.1. The Secretary-Treasurer shall maintain a chronological log of all FOIPPA requests which shall include:
 - 1.1.1. The date requested, name of requester, information sought, date of response and the information given.
2. The coordinator is 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 compliance with the legislation. The Secretary-Treasurer shall:
 - 2.1.1. Conduct orientation and training sessions on the legislation and related District practices.
 - 2.1.2. Establish standards for administrative, technical and physical safeguards to ensure the confidentiality of records and personal information under District control.
 - 2.1.3. Administer all requests and reports under the Act.
3. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of British Columbia, as specified in the Freedom of Information and Protection of Privacy Act Regulation shall be confirmed as the rates used by the District.
4. All persons making requests for the release of information shall be notified as to any appeal provisions under the Act.
5. A monthly report on the general nature of inquiries will be produced by the Secretary-Treasurer.
6. Reference to FOIPPA legislation:
http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation

Adopted: December 5, 1994

Revised: March 24, 1998; March 12, 2002; October 28, 2014; December 15, 2020