

Administrative Procedure 180

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

Background

The Division is governed by the provisions of the Freedom of Information and Protection of Privacy Act. Access to information is a right of the general public. This right must be balanced by appropriate protection of privacy of personal information. Access to information of the Division will be provided subject to the following principles:

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

Procedures

1. The Division will provide access to information consistent with the Freedom of Information and Protection of Privacy Act and this administrative procedure.
2. The Superintendent will designate the Head for the purposes of the Freedom of Information and Protection of Privacy Act and that individual is responsible for ensuring that the Division complies with the provisions of the Act.
3. The Principal of each school shall be the site coordinator for the purposes of the Act.
4. Site coordinators are responsible to ensure the protection of personal information at their schools and to direct inquiries about disclosure of information to the Head.
5. The Head is authorized 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.
6. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta, as specified in Freedom of Information and Protection of Privacy Act Regulation 200/95, Section 17, Schedule 2, shall be confirmed as the rates used by the Division.

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