

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

As a public organization, the Division believes that access to information is a right of the general public. This right must be balanced by appropriate protection of privacy for personal information. Access to information of the Division will be provided subject to the following principles:

1. Right of access to records.
2. Protection of individual privacy.
3. Right of access to one's own personal information.
4. Right to request correction of personal information.
5. Independent review of decision made respecting access to information.

The Division will provide access to information in a manner consistent with this procedure and with the Freedom of Information and Protection of Privacy Act and related Regulations of the Province of Alberta.

Procedures

1. Designation of Head

The Superintendent is the designated Head of the Division for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring the Division complies with the provisions of the Act.

2. Designation of Coordinator

The Assistant Secretary-Treasurer is the designated Coordinator of the Division for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for overall management of the freedom on information and protection of privacy function.

3. General

The Head is empowered to fulfill his/her duties under the Freedom of Information and Protection of Privacy Act which includes the establishment of procedures and practices to ensure appropriate management of the legislation.

4. Setting of Fees

When fees are to be paid under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of Alberta shall be confirmed as the rates used by the Division.

Reference: Section 75, School Act
Freedom of Information and Protection of Privacy Act
FOIPP Regulation 200/95