

Administrative Procedure 170

General Administration

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

BACKGROUND

As a public organization, the charter board will manage information in a manner which supports a commitment to providing the public with open access while, at the same time, protecting the personal privacy of the individual.

The superintendent is responsible for the implementation of this administrative procedure.

PROCEDURES

1. The charter board believes that the application of this administrative procedure will be subject to the following principles:
 - 1.1 To allow the right of access to any person to the records in the charter board's custody or control subject only to those limited and specific exceptions stated in the *Freedom of Information and Protection of Privacy Act*;
 - 1.2 To control the manner in which the charter board collects personal information from an individual; to control the use that the charter board may make of that information; and to control disclosure by the charter board of that information;
 - 1.3 To allow individuals, subject to limited and specific exceptions, the right to have information about them which the charter board holds;
 - 1.4 To allow individuals the right to request corrections to information about them held by the charter board; and
 - 1.5 To provide an independent review of decisions made by the charter board pursuant to the *Freedom of Information and Protection of Privacy Act* through the Office of the Commissioner.

GUIDELINES

1. The superintendent is designated as the Head for the purpose of the *Freedom of Information and Protection of Privacy Act* and is responsible for ensuring the charter board complies with the provisions of the *Act*.
2. The communications specialist is designated as the *FOIP* Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.
3. The charter board may charge fees pursuant to the *Freedom of Information and Protection of Privacy Act*.

Legal Reference:	<i>Freedom of Information and Protection of Privacy Act</i>
Cross Reference:	AP-180 Records Retention and Disposition AP-403 Personnel Records AP-360 Student Records Alberta Labour, Freedom of Information and Protection of Privacy: A Guide for School Jurisdictions
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