

## Administrative Procedure 170

### General Administration

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# ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

## BACKGROUND

As a public body under Alberta legislation, the Charter Board is committed to managing information in a manner that supports transparency, accountability, and public access, while also protecting individuals' personal privacy.

The Charter Board recognizes its dual obligations under the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)* to:

- provide individuals with a right of access to records in its custody or control; and
- ensure that personal information is collected, used, disclosed, and protected in accordance with legislated privacy requirements.

The Superintendent is responsible for implementing this Administrative Procedure.

## PRINCIPLES

1. The Charter Board shall:
  - 1.1 Provide a right of access to records in its custody or control in accordance with the *Access to Information Act (ATIA)*, subject only to the limited and specific exceptions set out in legislation;
  - 1.2 Collect, use, disclose, retain, and protect personal information in accordance with the *Protection of Privacy Act (POPA)*;
  - 1.3 Ensure individuals have the right to access their own personal information, subject to legislated exceptions;
  - 1.4 Allow individuals to request corrections to their personal information where it is inaccurate or incomplete;
  - 1.5 Ensure that decisions made under *ATIA* and *POPA* are subject to independent review by the *Office of the Information and Privacy Commissioner of Alberta (OIPC)*.

## PROCEDURES/ GUIDELINES

1. Designation of Head
  - 1.1 The Superintendent is designated as the Head of the Charter Board for both the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)*, and is responsible for ensuring organizational compliance with both Acts.
2. Access and Privacy Officer
  - 2.1 The Access and Privacy Coordinator is responsible for:
    - 2.1.1 receiving and coordinating access to information requests;
    - 2.1.2 supporting privacy compliance and breach management;
    - 2.1.3 establishing procedures for records management and privacy protection; and
    - 2.1.4 supporting staff in meeting legislative obligations.
3. Fees

- 3.1 The Charter Board may charge fees for access requests in accordance with the *Access to Information Act (ATIA)* and its associated regulations.
- 4. Privacy Breach Management
  - 4.1 Any actual or suspected privacy breach must be reported immediately to the Superintendent and Access and Privacy Coordinator and managed in accordance with *POPA* requirements, including notification to the *OIPC* where required.
- 5. Staff Responsibilities
  - 5.1 All staff are responsible for:
    - 5.1.1 protecting personal and confidential information;
    - 5.1.2 accessing information only as required for their role; and
    - 5.1.3 complying with *ATIA* and *POPA* in their professional practice.

<b>Legal Reference:</b>	<i>Access to Information Act (ATIA)</i> <i>Protection of Privacy Act (POPA)</i> <i>Office of the Information and Privacy Commissioner of Alberta (OIPC)</i>
<b>Cross Reference:</b>	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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