

Administrative Procedure 170

General Administration

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.

Legal Reference:	<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>
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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