

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Background

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA).

The purposes of FOIPPA and this District administrative procedure are to:

- Allow any person a right of access to the records in the custody or under the control of the District subject to limited and specific exceptions as set out in the *Act*,
- Control the manner in which a public body may collect personal information from individuals, to control the use that the District may make of that information and to control the disclosure by the District of that information,
- Allow individuals, subject to limited and specific exceptions as set out in the *Act*, a right of access to personal information about themselves that is held by the District,
- Allow individuals a right to request corrections to personal information about themselves that is held by the District, and
- Provide for independent reviews of decisions made by the District under the *Act* and the resolution of complaints under the *Act*.

Procedures

1. The Superintendent will designate a Coordinator for the purposes of the *Freedom of Information and Protection of Privacy Act* and that individual is responsible for ensuring that the District complies with the provisions of the *Act*.
2. The Coordinator is hereby empowered 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.
3. When fees are to be levied under the *Freedom of Information and Protection of Privacy Act*, the rates adopted by the Government of British Columbia, as specified in *Freedom of Information and Protection of Privacy Act* Regulation shall be confirmed as the rates used by the District.
4. All persons making requests for the release of information shall be notified as to appeal provisions under the *Act*.

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)