

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### Background

The *Freedom of Information and Privacy Act*, which was passed by the province of Alberta on October 1, 1995, was extended to apply to school boards on September 1, 1998. The legislation aims to strike a balance between the public's right to know and the individual's right to privacy, as those rights relate to information held by public bodies in Alberta.

The District will manage information in manner that supports the Board's commitment to providing the public with access, with only a limited number of specific exceptions, while protecting the personal privacy of the individual in accordance with provincial legislation.

### Procedures

1. The Superintendent has been designated by the Board as Head of Greater St. Albert Catholic Schools in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and is responsible for ensuring that the District complies with the provisions of the Act.
2. The Secretary-Treasurer has been designated as Coordinator in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and is responsible for the overall management of the Act.
3. The District shall prepare and make available to the public an information directory and corporate records file manual, which would provide a general listing of the records in its custody or under its control.
4. No personal information will be collected unless its collection is specifically authorized by provincial legislation or is necessary for an operating program or activity of the District.
5. The District may use or disclose personal information only for the purpose for which it was collected or compiled, or for a use consistent with that purpose, or if the individuals the information is about has identified the information and consented to its use, or for the purpose referred to in sections 30, 40 or 41 of the *Freedom of Information and Protection of Privacy Act*.
6. The District has a duty to maintain accurate and complete personal information when that information is used to make decision about the individual. The Act permits an individual to correct an error or omission that has been made on their personal information.

7. All publications, following their release, will be made available in the District office for review by members of the public, or through free initial distribution, or on the District's home page on the Internet.
8. Databases and data files are considered to be records and will be treated as such.
9. Persons requesting information shall first contact either the schools or District office, whichever is responsible for creating or maintaining the information in question. The records management system may be reviewed to assist in locating readily available accessible information, documents or contact persons.
10. If the requested information is not readily available, then the person may attempt to access the information through the *Freedom of Information and Protection of Privacy Act* through application to the Superintendent, who is the designated Head.
11. Request forms for application to the Superintendent are available from all schools and the District office.
12. 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 the rates used by Greater St. Albert Catholic Schools.

Reference: FOIPP Act