Access To Information Act (ATIA)
and
Protection Of Privacy Act (POPA)

Background

As a public organization, the 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.

Procedures

1. The 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 Board's custody or control subject only to those limited and specific exceptions stated in the *Access to Information Act* (ATIA) and the *Protection of Privacy Act* (POPA);

   1.2. To control the manner in which the Board collects personal information from an individual; to control the use that the Board may make of that information; and to control disclosure by the Board of that information;

   1.3. To allow individuals, subject to limited and specific exceptions, the right to have information about them which the Board holds;

   1.4. To allow individuals the right to request corrections to information about them held by the Board; and

   1.5. To provide an independent review of decisions made by the Board pursuant to the *Access to Information Act* and the *Protection of Privacy Act* through the Office of the Commissioner.

2. The superintendent is designated as the Head for the purpose of the *Access to Information Act* and the *Protection of Privacy Act* and is responsible for ensuring the Board complies with the provisions of the Acts.

   2.1. The superintendent must protect personal information in the custody or

under the control of the public body by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction.

3. The superintendent shall designate an ATIA and POPA Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.

4. If an incident occurs involving the loss of, unauthorized access to or unauthorized disclosure of personal information in the custody or under the control of a public body where a reasonable person would consider that there exists a real risk of significant harm to an individual as a result of the loss, unauthorized access or unauthorized disclosure, the public body must give notice, without unreasonable delay, of the incident to the following:
   4.1. the individual to whom there exists a real risk of significant harm;
   4.2. the Commissioner;
   4.3. the Minister.

5. STEM Collegiate will include in agreements with vendors that they must comply with the *Protection of Privacy Act*, including Part 1 Division 1(10) Protection of Personal Information.
   5.1. STEM Collegiate we will take all measures to ensure that vendors comply with POPA.