

## **Administrative Procedure 106**

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### **School Operations**

#### **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

##### **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 Freedom of Information and Protection of Privacy Act;
  - 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 Freedom of Information and Protection of Privacy Act through the Office of the Commissioner.
2. The superintendent is designated as the Head for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring the Board complies with the provisions of the Act.
3. The superintendent shall designate a FOIP Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.