

AP 208 – Freedom of Information and Protection of Privacy Act Designation of Head

Purpose

As required under section 76.1(a) of the *Freedom of Information and Protection of Privacy Act*, the Board designates the Superintendent of Schools/CEO as the official head of the school district for the purposes of the *Act*.

As permitted under section 76.1(b) of the *Freedom of Information and Protection of Privacy Act*, the Board authorizes the Executive Director of Communications, Privacy and Community Engagement(EDCPCE) to administer the *Act* and make operational decisions.

Procedure

The following schedule outlines the responsibilities of the Superintendent/CEO (Head) and the Executive Director of Communications, Privacy and Community Engagement in regards to the *Freedom of Information and Protection of Privacy Act*.

TRANSACTION	SECTION(S)	DECISION-MAKING	IMPLEMENTATION
INFORMATION RIGHTS			
Decide on severing a record	4	Head/EDCPCE	EDCPCE
Decide on duty to create a record	6	Head/EDCPCE	EDCPCE
Decide on content of a response	8	Head/EDCPCE	EDCPCE
Decide how access will be given	9	EDCPCE	EDCPCE
Extend time limit up to 30 days	10	EDCPCE	EDCPCE
Request Commissioner's approval of extension	10	EDCPCE	EDCPCE

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Transferring a request	11	EDCPCE	EDCPCE
Decide to apply exceptions	12-22	EDCPCE	EDCPCE
NOTICE TO THIRD PARTIES			
Third Party Notice	23	EDCPCE	EDCPCE
Notice of Decision	24	EDCPCE	EDCPCE
Other Notices	22, 33, 25	EDCPCE	EDCPCE
PUBLIC INTEREST PARAMOUNT			
Disclosure in the Public Interest	25	Head/EDCPCE	EDCPCE
PROTECTION OF PRIVACY			
Purpose for which personal information may be collected	26	EDCPCE	EDCPCE
How personal information is to be collected	27	EDCPCE	EDCPCE
Correction of personal information	29	EDCPCE	EDCPCE
Accuracy, protection and retention of personal information	28, 30, 31	EDCPCE	EDCPCE
Uses of personal information	32	EDCPCE	EDCPCE
Disclosure of personal information	33	EDCPCE	EDCPCE
Approve disclosure of personal information for research or statistical purposes	35	Head/EDCPCE	EDCPCE
Privacy Impact Assessments	69	EDCPCE	EDCPCE

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REVIEWS & COMPLAINTS

Make representations to Commissioner	56	EDCPCE	EDCPCE
Burden of Proof	57	Head/EDCPCE	EDCPCE
Disclose on order of Commissioner	59	Head/EDCPCE	EDCPCE

REPORTS

Annual Statistical report to Information and Privacy Branch	68	EDCPCE	EDCPCE
Maintain School District 68's information in FOI Directory	69	EDCPCE	EDCPCE
Make copies of directory available	69	EDCPCE	EDCPCE
Make policy manuals available	70	EDCPCE	EDCPCE
Maintain School District 68's Directory of Personal Information Banks	69	EDCPCE	EDCPCE
Prescribe categories of records available without request	71	EDCPCE	EDCPCE

FEES

Assess fees, give fee estimate, require fee deposit	75	EDCPCE	EDCPCE
Approve waiver of fees	75	Head/EDCPCE	EDCPCE

Adopted: December 12, 1994
Amended: February 10, 2021