

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT
DESIGNATION OF HEAD

- POLICY -

As required under Section 76.1(a) of *the Freedom of Information and Protection of Privacy Act*, the Board of Education 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 Secretary-Treasurer to administer the *Act* and make operational decisions.

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- REGULATION -

The following schedule outlines the responsibilities of the Superintendent/CEO (Head) and the Secretary-Treasurer (Administrator) with respect to the *Freedom of Information and Protection of Privacy Act*.

<u>Transaction</u>	<u>Section(s)</u>	<u>Decision-Making</u>	<u>Implementation</u>
Information Rights			
Decide on severing a record	4	Head	S/T
Decide on duty to create a record	6	Head	S/T
Decided on content of a response	8	Head	S/T
Decide how access will be given	9	S/T	S/T
Extend time limit up to 30 days	10	S/T	S/T
Request Commissioner's approval of extension	10	Head	S/T

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<u>Transaction</u>	<u>Section(s)</u>	<u>Decision-Making</u>	<u>Implementation</u>
Information Rights			
Transferring a request	11	S/T	S/T
Decide to apply exceptions	12-22	Head	S/T
Notice to Third Parties			
Third Party Notice	23	S/T	S/T
Notice of Decision	24	Head	S/T
Other Notices	22, 33, 25	Head	S/T
Public Interest Paramount			
Disclosure in the Public Interest	25	Head	S/T
Protection of Privacy			
Purpose for which personal information may be collected	26	S/T	S/T
How personal information is to be collected	27	S/T	S/T
Correction of personal information	29	S/T	S/T
Accuracy, protection and retention of personal information	28, 30, 31	S/T	S/T
Uses of personal information	32	S/T	S/T
Disclosure of personal information	33	S/T	S/T
Approve disclosure of personal information for research or statistical purposes	35	Head	S/T
Reviews and Complaints			
Make representations to Commissioner	56	S/T	S/T
Burden of Proof	57	Head	S/T
Disclose on order of Commissioner	59	Head	S/T
Reports			
Annual Statistical report to Information and Privacy Branch	68	S/T	S/T
Maintain School District No. 85 information in FOI Directory	69	S/T	S/T

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<u>Transaction</u>	<u>Section(s)</u>	<u>Decision-Making</u>	<u>Implementation</u>
Reports			
Make copies of directory available	69	S/T	S/T
Make policy manuals available	70	S/T	S/T
Maintain School District No. 85's Directory of Personal Information Banks	69	S/T	S/T
Prescribe categories of records available without request	71	S/T	S/T
Fees			
Assess fees, give fee estimate, require fee deposit	75	S/T	S/T
Approve waiver of fees	75	Head	S/T