

## AP 1301: Freedom of Information and Protection of Privacy Act Designation of Head

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 Secretary-Treasurer to administer the Act and make operational decisions.

### Procedure

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

TRANSACTION	SECTION(S)	DECISION-MAKING	IMPLEMENTATION
<b>INFORMATION RIGHTS</b>			
Decide on severing a record	4	Head/ Secretary-Treasurer	Secretary-Treasurer
Decide on duty to create a record	6	Head/ Secretary-Treasurer	Secretary-Treasurer
Decide on content of a response	8	Head/ Secretary-Treasurer	Secretary-Treasurer
Decide how access will be given	9	Secretary-Treasurer	Secretary-Treasurer
Extend time limit up to 30 days	10	Secretary-Treasurer	Secretary-Treasurer
Request Commissioner's approval of extension	10	Secretary-Treasurer	Secretary-Treasurer
Transferring a request	11	Secretary-Treasurer	Secretary-Treasurer
Decide to apply exceptions	12-22	Secretary-Treasurer	Secretary-Treasurer
<b>NOTICE TO THIRD PARTIES</b>			
Third Party Notice	23	Secretary-Treasurer	Secretary-Treasurer

## Administrative Procedures

Notice of Decision	24	Secretary-Treasurer	Secretary-Treasurer
Other Notices	22, 33, 25	Secretary-Treasurer	Secretary-Treasurer
<b>PUBLIC INTEREST PARAMOUNT</b>			
Disclosure in the Public Interest	25	Head/ Secretary-Treasurer	Secretary-Treasurer
<b>PROTECTION OF PRIVACY</b>			
Purpose for which personal information may be collected	26	Secretary-Treasurer	Secretary-Treasurer
How personal information is to be collected	27	Secretary-Treasurer	Secretary-Treasurer
Correction of personal information	29	Secretary-Treasurer	Secretary-Treasurer
Accuracy, protection and retention of personal information	28, 30, 31	Secretary-Treasurer	Secretary-Treasurer
Uses of personal information	32	Secretary-Treasurer	Secretary-Treasurer
Disclosure of personal information	33	Secretary-Treasurer	Secretary-Treasurer
Approve disclosure of personal information for research or statistical purposes	35	Head/ Secretary-Treasurer	Secretary-Treasurer
Privacy Impact Assessments	69	Secretary-Treasurer	Secretary-Treasurer
<b>REVIEWS &amp; COMPLAINTS</b>			
Make representations to Commissioner	56	Secretary-Treasurer	Secretary-Treasurer
Burden of Proof	57	Head/ Secretary-Treasurer	Secretary-Treasurer
Disclose on order of Commissioner	59	Head/ Secretary-Treasurer	Secretary-Treasurer

## Administrative Procedures

REPORTS			
Annual Statistical report to Information and Privacy Branch	68	Secretary-Treasurer	Secretary-Treasurer
Maintain School District 8's information in FOI Directory	69	Secretary-Treasurer	Secretary-Treasurer
Make copies of directory available	69	Secretary-Treasurer	Secretary-Treasurer
Make policy manuals available	70	Secretary-Treasurer	Secretary-Treasurer
Maintain School District 8's Directory of Personal Information Banks	69	Secretary-Treasurer	Secretary-Treasurer
Prescribe categories of records available without request	71	Secretary-Treasurer	Secretary-Treasurer
FEES			
Assess fees, give fee estimate, require fee deposit	75	Secretary-Treasurer	Secretary-Treasurer
Approve waiver of fees	75	Head/ Secretary-Treasurer	Secretary-Treasurer