



## Administrative Procedure 180

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# FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### Background

The District recognizes that all procedures for the collection and storing of information by District staff in the course of affairs and procedures regulating the release of information to other parties must comply with the requirements of the [Freedom of Information and Protection of Privacy Act](#) (FOIPPA).

The purposes of FOIPPA and this Administrative Procedure are to ensure the District is:

- Being open and transparent about the purposes for which personal information may be collected and used.
- Collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- Sharing personal information internally with Staff only on a need-to-know basis.
- Sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the School Act or other applicable laws.
- Ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- Allow any person a right of access to the records in the custody or under the control of the District, subject to limited and specific exceptions as set out in the Act.
- Control the manner in which a public body may collect personal information from individuals, to control the use of that information, protect the privacy of that information, and to control the disclosure of that information by the District.
- Allow individuals, subject to limited and specific exceptions as set out in the Act, a right of access to personal information about themselves that is held by the District.
- Allow individuals a right to request corrections to personal information about

themselves that is held by the District.

- Provide for independent reviews of decisions made by the District under the Act and the resolution of complaints under the Act.
- Comply with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

The Board of Education has designated the Secretary-Treasurer as the official head of the District for the purpose of the Freedom of Information and Protection of Privacy Act.

## Procedures

1. The Secretary-Treasurer is designated the “head” for the purposes of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring that the District complies with the provisions of the Act. The Head may delegate any of their powers under the Procedure or FIPPA to other School District Employees by written delegation.
  - 1.1. The Secretary-Treasurer shall maintain a chronological log of all FOIPPA requests which shall include:
    - The date requested, name of requester, information sought, date of response and the information given.
2. When fees are to be levied under the Freedom of Information and Protection of Privacy Act, the rates adopted by the Government of British Columbia, as specified in the [Freedom of Information and Protection of Privacy Act Regulation](#) shall be confirmed as the rates used by the District.
3. All persons making requests for the release of information shall be notified as to any appeal provisions under the Act.
4. A monthly report on the general nature of inquiries will be produced by the Secretary-Treasurer.
5. The Head will respond to and, where appropriate, investigate, all complaints that it receives under this Procedure concerning the District’s personal information management practices.
6. The Head will ensure that any information in the custody of the District is collected, used, disclosed, and destroyed in accordance with the Freedom of Information and Protection of Privacy Act, the School Act, and any other applicable laws.

7. An individual who believes there is an error or omission in the Personal Information may request a correction of the information in writing to the area responsible for the use of that information. The relevant department supervisor will correct or annotate the information in consultation with the Head. The department supervisor will then notify any other public body or third party to whom that information has been disclosed during the one-year period before the correction was requested.
- 8.

Reference: Sections 22, 65, 85 School Act  
Freedom of Information and Protection of Privacy Act  
Freedom of Information and Protection of Privacy Regulation

Adopted: December 5, 1994

Revised: March 24, 1998; March 12, 2002; October 28, 2014; December 15, 2020; September 19, 2023