

4600 Designation of Information and Privacy Head & Coordinator

Policy 4600

STATUS: ADOPTED

DESIGNATION OF INFORMATION AND PRIVACY COORDINATOR

Adopted and Codified: June 28, 1995

Last Revised: June 19, 2013

Description:

As required under section 76.1 (a) of the Freedom of Information and Protection of Privacy Act, the Board of Education designates the Superintendent to be 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 Communications Officer for the District to be the Information and Privacy Coordinator (IPC) who will administer the Act and make operational decisions.

DESIGNATION OF INFORMATION AND PRIVACY HEAD AND COORDINATOR

Adopted and Codified: June 28, 1995

Last Revised: June 19, 2013

Description:

The following schedule outlines the responsibilities of the Superintendent/CEO (Head) and the Communications Officer/Information and Privacy Coordinator (IPC) in regards to the Freedom of Information and Protection of Privacy Act.

The IPC for School District #59 shall be the Communications Officer (IPC-D) for the District, the Personnel Manager (IPC-P) for Personnel Records and the Secretary Treasurer (IPC-F) for Financial Records. For Transactions that identify only IPC all three will perform the function within the areas of their responsibility.

<u>Transaction Implementation</u>	<u>Section(s)</u>	<u>Decision-Making</u>
INFORMATION RIGHTS:		
Decide on severing a record	4	Head/IPC
Decide on duty to create a record	6	Head/IPC
Decide on content of a response	8	Head/IPC
Decide how access will be given	9	IPC
Extend time limit up to 30 days	10	IPC
Request Commissioner's app. of ext.	10	Head/IPC-D
Transferring a request	11	IPC
Decide to apply exceptions	12-22	Head/IPC-D
NOTICE TO THIRD PARTIES:		
Third Party Notice	23	IPC-D/IPC-D
Notice of Decision	24	Head/IPC-D
Other Notices	22,33,25	Head/IPC-D
PUBLIC INTEREST PARAMOUNT:		
Disclosure in the Public Interest	25	Head/IPC-D
PROTECTION OF PRIVACY:		
Purpose for which info. may be collected	26	IPC-D/IPC-P
How personal info. is to be collected	27	IPC-D/IPC-P
Correction of personal information	29	IPC-P/IPC-D
Accuracy, protection, and retention of personal information	28,30,31	IPC-P/IPC-D
Uses of personal information	32	IPC-P/IPC-D
Disclosure of personal information	33	IPC-P/IPC-D
Approve disclosure of personal info.		

for research or statistical purposes	35	Head/IPC-D
REVIEWS AND COMPLAINTS:		
Make representations to Commissioner	56	IPC-D/IPC
Burden of proof	57	Head/IPC-D
Disclose on order of Commissioner	59	Head/IPC-D
REPORTS:		
Annual statistical report to Information and Privacy Branch	68	IPC-F
Maintain District 59's information in FOI Directory	69	IPC-D
Make copies of directory available	69	IPC-D
Make policy manuals available	70	IPC-F
Maintain District 59's Directory of Personal Information Banks	69	IPC-P/IPC-F
Prescribe categories of records available without request	71	IPC
FEES:		
Assess fees, give fee estimate, require fee deposit	75	IPC-F
Approve waiver of fees	75	Head/IPC-F