

Administrative Procedure 3000 MR2

*Freedom of Information and Protection of Privacy Requests*

School District No. 71 (Comox Valley) 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* (FOIPOP).

The purposes of FOIPOP and this district administrative procedure are to:

1. allow any person a right of access to the records in the custody or under the control of the school district, subject to limited and specific exceptions as set out in the *Act*,
2. 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 school district,
3. 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 school district,
4. allow individuals a right to request corrections to personal information about themselves that is held by the school district, and to
5. provide for independent reviews of decisions made by the school district under the *Act* and the resolution of complaints under the *Act*.

**Procedures:**

1. The superintendent of schools shall designate a coordinator for the purposes of the *Freedom of Information and Protection of Privacy Act* and that individual is responsible for ensuring that the school district complies with the provisions of the *Act*.
2. The coordinator is hereby empowered to fulfill the duties described in the *Freedom of Information and Protection of Privacy Act* which include the establishing of procedures and practices to ensure compliance with the legislation.

3. 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 school district.
4. All persons making requests for the release of information shall be notified as to any appeal provisions under the *Act*.
5. A monthly report on the general nature of inquiries will be produced.

**Reference to FOIPOP legislation:**

[http://www.bclaws.ca/EPLibraries/bclaws\\_new/document/ID/freeside/96165\\_00](http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00)