Freedom of Information and Protection of Privacy

Background

As a public organization, Alberta Classical Academy will manage information in a manner which supports a commitment to providing the public with open access, while at the same time, protecting the personal privacy of the individual.

Principles

- 1. The Academy believes that the application of this administrative procedure will be subject to the following principles:
 - 1.1. To allow the right of access to any person to the records in the Academy's custody or control subject only to those limited and specific exceptions stated in the Freedom of Information and Protection of Privacy Act;
 - 1.2. To control the manner in which the Academy collects personal information from an individual; to control the use that the Academy may make of that information; and to control disclosure by the Academy of that information;
 - 1.3. To allow individuals, subject to limited and specific exceptions, the right to have information about them which the Academy holds;
 - 1.4. To allow individuals the right to request corrections to information about them held by the Academy; and
 - 1.5. To provide an independent review of decisions made by the Academy pursuant to the Freedom of Information and Protection of Privacy Act through the Office of the Commissioner.

NOTE: The independent review process will be through the Office of the Commissioner for Freedom of Information and Protection of Privacy.

Procedures

- 2. The superintendent is designated as the Head for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring the Board complies with the provisions of the Act.
- 3. The superintendent is designated as the FOIP Coordinator and shall establish procedures and practices to ensure appropriate administration of the legislation.
- 4. The FOIP Head will fulfill his duties under the Freedom of Information and Protection of Privacy Act including the establishment of administrative procedures to ensure appropriate administration of the legislation.
- 5. Fees which ACA may charge pursuant to the Freedom of Information and Protection of Privacy Act are as detailed in Schedule 1 of the FOIP regulations.
- 6. The FOIP head shall produce and maintain an administrative procedures document that provides guidelines to be adhered to by ACA and its staff on the retention and disposition of records.
- 7. ACA will allow to any person the right of access to the records in ACAs custody or control, subject only to the limited and specific exceptions stated in the FOIP Act.
- 8. ACA will control: a) the manner in which ACA collects personal information from an individual, b) the use that ACA may make of that information, and c) disclosure by ACA of that information.
- 9. ACA will allow individuals, subject to limited and specific exceptions, the right to have access to the information about them that ACA holds.
- 10. ACA will allow individuals the right to request changes to information held about them by ACA.
- 11. ACA will provide, upon request, an independent review of decisions made by ACA pursuant to the Freedom of Information and Protection of Privacy Act.

Reference:

Education Act s. 52, 53, 54, 65, 68, 222 Freedom of Information and Protection of Privacy Act (<u>FOIP Act</u>) FOIP Regulation 200/95