

Access to Information and Protection of Privacy

Background

As a public organization, Alberta Classical Academy (ACA) is committed to transparency, accountability, and the protection of personal privacy. ACA will manage records and information in a manner that supports public access to information while safeguarding personal information in accordance with Alberta legislation.

Principles

1. The Academy believes that the application of this administrative procedure will be subject to the following principles:
 - 1.1. *Right of Access:* To allow any person the right of access to records in the Academy's custody or control, subject only to the limited and specific exceptions set out in the Access to Information Act (ATIA).
 - 1.2. *Protection of Personal Information:* To control the manner in which the Academy collects personal information from individuals, the purposes for which that information is used, and the circumstances under which it may be disclosed, in accordance with the Protection of Privacy Act (POPA).
 - 1.3. *Right of Access to Personal Information:* To allow individuals, subject to limited and specific exceptions, the right to access personal information about themselves held by the Academy, as provided under POPA.
 - 1.4. *Right to Request Correction:* To allow individuals the right to request corrections to personal information about them that is held by the Academy, in accordance with POPA.
 - 1.5. *Independent Review:* To provide individuals with the right to request an independent review of decisions made by the Academy under ATIA or POPA through the Office of the Information and Privacy Commissioner of Alberta.

NOTE: Independent reviews and complaints are conducted by the Office of the Information and Privacy Commissioner of Alberta pursuant to ATIA and POPA.

Procedures

2. The Superintendent is designated as the Head for the purposes of the Access to Information Act and the Protection of Privacy Act, and is responsible for ensuring the Academy's compliance with both statutes.

3. The Superintendent delegates operational responsibilities under ATIA and POPA to the ACA Secretary-Treasurer, including:
 - 3.1. Receiving, processing, and responding to access to information requests;
 - 3.2. Coordinating responses to requests for personal information;
 - 3.3. Maintaining records retention, storage, and disposition schedules;
 - 3.4. Implementing privacy safeguards, breach reporting, and other operational procedures.
4. The Secretary-Treasurer (designate) shall establish procedures and practices to ensure effective and lawful administration of ATIA and POPA.
5. The Head shall fulfill all statutory duties under ATIA and POPA, including oversight of delegated responsibilities and establishment of administrative procedures to support compliance.
6. Any fees charged by the Academy in relation to access to information requests shall comply with applicable regulations under ATIA.
7. The delegated officer shall ensure the Academy maintains procedures governing the retention, storage, and disposition of records in compliance with ATIA, POPA, and other applicable legislation.
8. The Academy shall provide access to records in its custody or control in accordance with ATIA, subject to the limited exceptions outlined in the Act.
9. Personal information shall be collected, used, disclosed, safeguarded, and disposed of in accordance with POPA.
10. Individuals shall be allowed access to their personal information held by the Academy, subject to limited exceptions, in accordance with POPA.
11. Individuals may request corrections to their personal information in accordance with POPA.
12. The Academy shall inform individuals of their right to request an independent review or file a complaint with the OIPC regarding decisions under ATIA or POPA.

References

- Education Act, ss. 52, 53, 54, 65, 68, 222
- Access to Information Act (Alberta)
- Protection of Privacy Act (Alberta)
- Applicable regulations under ATIA and POPA

Adoption: January 2025
Updated: December 2025