

## 71 ACCESS TO INFORMATION BYLAW

School districts are required to institute procedures for managing formal requests for information under the *Freedom of Information and Protection of Privacy Act*.

### Objectives

- To provide procedures for managing formal requests for information under the *Freedom of Information and Protection of Privacy Act*.
- To ensure that staff and members of the public are aware of the school district's obligations regarding access to information and protection of privacy.

- 71.1 The Board designates the Superintendent of Schools as the official head of the school district for purposes of the legislation. The Board will respond to all requests for information in accordance with the general intent of the legislation and to formal requests for information in accordance with its specific requirements.
- 71.2 The Superintendent will designate a staff member as Coordinator of Information and Privacy.
- 71.3 The Superintendent will establish procedures and fees for accessing information in accordance with the legislation.
- 71.4 The school district will publish a brochure outlining the procedures and fees for accessing information.
- 71.5 Any request for information which may impair the privacy of an individual or an organization will be referred to the Coordinator.
- 71.6 All formal requests made under the *Freedom of Information and Protection of Privacy Act* will be directed to the Coordinator.
- 71.7 Staff will respond to formal requests only as directed by the Coordinator.
- 71.8 If a request is denied, the applicant will be informed of the reasons for the refusal and the right of appeal to the Freedom and Privacy Commissioner.