

TITLE: **INFORMATION REQUESTS – FORMAL ACCESS**
(Relates to EL:1: General Executive Constraint, EL-5: Asset Protection, Information Security Policy, EL-16 Information Management Technology.)

EFFECTIVE DATE:

PRACTICE:

This standard practice is established in compliance with the Freedom of Information and Protection of Privacy Act of Alberta:

“An applicant has a right of access to any record in the custody or under the control of a public body, including a record containing personal information about the applicant.

The right of access to a record does not extend to information excepted from disclosure under Division 2 of this Part [of the FOIPP Act], but if that information can reasonably be severed from a record, an applicant has a right of access to the remainder of the record.

The right of access to a record is subject to the payment of any fee required by the regulation.” [FOIPP Act Sec 6 (1) to (3)].

The following College Officers have been assigned control of records as indicated. The FOIPP Coordinator shares these responsibilities and can act on their behalf if they are not available.

- Student records Director of Student Services
- Financial records Vice President of College Services and CFO
- Employment records Vice President of Human Resources
- Alumni records Director of Community Relations
- Medical records Occupational Health Nurse
- Institutional Research Executive Director Strategic Planning and Analysis
- General records FOIPP Coordinator

PROCEDURE:

1. The FOIPP Act is in addition to and does not replace existing procedures for access to information of records. A request for information which cannot be answered through existing procedures becomes a formal access request. A formal access request received anywhere on campus will be directed to the Information and Privacy Coordinator (FOIPP Coordinator) or FOIPP Assistant as soon as possible.
2. The Information and Privacy Co-ordinator will receive the written request and the application fee.
 - a. \$25.00 for general information requests.
 - b. No fee will be required for access to the applicant’s own information

3. The Co-ordinator will, if required, assist the applicant in clarifying the request and ensure that appropriate records are named.
4. The Co-ordinator will determine who has custody of the records requested; will contact the appropriate Officer in control of the records and will determine the volume and complexity of files to be retrieved. Officers with designated records control responsibilities are listed above.
5. The Co-ordinator will estimate the fee for services as per FOIPP Guidelines and present the estimate to the applicant. The Co-ordinator will wait to proceed until 50% of the fee assessed is paid.
6. If the applicant agrees to the assessment and pays 50%, the Co-ordinator will notify the appropriate records staff. The officer in control of the records will ensure that the records are retrieved and will prepare working copies if required.
7. The controller of the record and Co-ordinator will review the records to determine what should be released, what the institution must refuse to disclose and what we may choose to refuse to disclose. If the records deal with the personal information of third parties (either corporate or individual), the Co-ordinator will send out the required third party notification.
8. The officer in control of the record and Co-ordinator will prepare a package which will outline recommendations for access. It will include reasons for refusals and the provision of the Act on which refusals are based. It will also include any third party representations.
9. The Co-ordinator will document decisions and present them to the applicant. The applicant will also be notified that s/he may ask for a review of that decision by the Information and Privacy Commissioner of Alberta or an adjudicator appointed by the Commissioner.
10. The Co-ordinator will prepare the records for disclosure, collect the balance of the fees and either provide copies of the records or opportunity to examine the original records as required.
11. Every effort will be made to comply with the 30 day timeline specified in the FOIPP Act. Extensions will be made in consultation with the applicant and in compliance with the FOIPP Act.

ACCOUNTABILITY:	Vice President of Human Resources
RESPONSIBILITY:	FOIPP Coordinator
Consultation for Review:	Record Holders
Practice Review Date: Associated	Annually
Standard Practice:	