

**RATIONALE:**

The Board of Education is a public body subject to the BC *Freedom of Information and Protection of Privacy Act* (FOIPPA) and the *School Act*. Both statutes contain provisions that regulate the public's access to information held by the District and govern the District's responsibilities to protect personal information from unauthorized access, use or disclosure. Also, the District must ensure all personal information held in its custody and control is protected by reasonable security arrangements.

GENERAL INFORMATION:

The purposes of FOIPPA and this administrative procedure are to:

- Allow any persons a right of access to the records in the custody or under the control of the District, subject of limited and specific exceptions as set out in the *Act*;
- Control the manner in which a public body may collect personal information from individuals, to control the use that the District may make of that information and to control the disclosure by the District of that information;
- 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 District;
- Allow individuals a right to request corrections to personal information about themselves that is held by the District, and;
- Provide for independent reviews of decisions made by the District under the *Act* and the resolution of complaints under the *Act*.

PROCEDURE:

1. The Superintendent designates the Secretary-Treasurer for the purposes of the *Freedom of Information and Protection of Privacy Act* to be responsible for ensuring that the District complies with the provisions of the *Act*.
2. The Secretary-Treasurer is empowered to fulfill the duties described in the *Act*, including the establishing of procedures and practices to ensure appropriate management of this legislation.
3. When fees are to be levied under the *Act*, the rates adopted by the Government of British Columbia, as specified in *Freedom of Information and Protection of Privacy Act Regulation 155/2012* shall be confirmed as the rates used by the District.
4. All persons making requests for the release of information shall be notified as to appeal provisions under the *Act*.