

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 400 – Business Administration

### **POLICY 412: ACCESS TO INFORMATION**

#### **BACKGROUND**

The Medicine Hat Public School Division (MHPSD) is subject to the provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIP Act), effective September 1st, 1998.

It is the responsibility of the Board of Trustees to ensure that information is collected, stored, and released in a manner that permits public access to public information but protects private information from public access.

FOIP Act strikes a balance between the public's right to know and the individual's right to privacy, as these rights relate to the information held by MHPSD. The act also includes strict standards which the MHPSD must follow in regards to the collection, use, and disclosure of personal information.

#### **POLICY**

The Board directs that procedures which are consistent with the Alberta FOIP Act, and its associated regulations be developed and implemented.

#### **GUIDELINES**

1. In accordance with Section 95 of the FOIP Act the Board of Trustees designates the Superintendent of Schools as "the head of the local public body for the purposes of this Act," and authorizes the Superintendent to perform all duties and exercise all functions associated with that designation.
  - 1.1. The Superintendent is authorized to delegate, in accordance with Section 85 of the Act, these duties and functions as required.
2. Fees for accessing information under this Act shall be in accordance with Schedule 2 (10) of the FOIP Act Regulation as amended from time to time.

#### **ADMINISTRATIVE PROCEDURES**

[412 P 001 – Access to Information](#)

#### **ADMINISTRATIVE PROCEDURES – EXHIBITS**

[412 E 001 – Information Disclosure Schedule](#)

[412 E 002 – FOIP Request Fee Schedule](#)

REFERENCES

FOIP FAQ's from Employees

FOIP FAQ's for School Jurisdictions

Freedom of Information and Protection of Privacy Act

Using and Disclosing Personal Information in School Jurisdictions

**Approved:** September 7, 2004

**Revised:** November 7, 2016

