

MEDICINE HAT SCHOOL DISTRICT NO. 76

ACCESS TO INFORMATION

BACKGROUND

The District is subject to the provisions of the Alberta Freedom of Information and Protection of Privacy Act (FOIP), 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 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 Medicine Hat School District No. 76. The act also includes strict standards which the school district 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 Freedom of Information and Protection of Privacy Act, and its associated regulations be developed and implemented.

GUIDELINES

1. In accordance with Section 95 of the Freedom of Information and Protection of Privacy 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 Freedom of Information and Protection of Privacy Act Regulation as amended from time to time.

**Approved and Adopted:
September 7, 2004**

**Reviewed:
November 7, 2016**

REFERENCES

[Freedom of Information and Protection of Privacy Act](#)

[Procedure 440 P 001: Access to Information](#)

[Exhibit 440 E 001: Information Disclosure Schedule](#)

[Exhibit 440 E 002: FOIP Request Fee Schedule](#)

[FOIP FAQ's for School Jurisdictions](#)

[FOIP FAQ's from Employees](#)

[Using and Disclosing Personal Information in School Jurisdictions](#)