

D. Business Administration

Policy D-801: Freedom of Information and Protection of Privacy

Background

The Freedom of Information and Protection of Privacy Act (FOIPP) was proclaimed in force in September 1998. Part 1 of the Act deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of personal information about individuals that is held by public bodies.

Policy

As a public organization, Valhalla School Foundation (VSF), will manage information in a manner that supports a commitment to providing the public with open access while, at the same time, protecting the personal privacy of the individual.

Guidelines

1. VSF will allow any person the right of access to the records in VSF's custody or control, subject only to the limited and specific exceptions stated in the FOIPP Act.
2. VSF will control:
 - a. the manner in which VSF collects personal information from an individual,
 - b. the use that VSF may make of that information, and
 - c. disclosure by VSF of that information.
3. VSF will allow individuals, subject to limited and specific exceptions, the right to have access to the information about them that VSF holds.
4. VSF will allow individuals the right to request changes to information held about them by VSF.
5. VSF will provide, upon request, an independent review of decisions made by VSF pursuant to the Freedom of Information and Protection of Privacy Act.

Administrative Procedures

The Secretary-Treasurer will be responsible for administering this policy.

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| <i>Approved (D-801):</i> | <i>December 15, 2011</i> |
| <i>Revised:</i> | <i>October 15, 2015</i> |
| <i>Due for Revision:</i> | <i>October 2020</i> |
| <i>Legal References:</i> | <i>Freedom of Information and Protection of Privacy Act (1994) and the associated Regulation, Chapter F.18.5 Alberta Education Policy 3.2.5</i> |
| <i>Cross-Reference:</i> | <i>Valhalla School Foundation By-Laws</i> |