

## **D. Business Administration**

### **Policy D-702: Record & Information Management**

#### **Background**

The retention and disposition of records falls under the Freedom of Information and Protection of Privacy Act (FOIPP). Part 1 of the FOIPP deals with access to records held by public bodies and Part 2 deals with rules concerning the protection of the privacy of individual personal information that is held by public bodies.

#### **Policy**

Any record in the custody of, or under the control of, Valhalla School Foundation (VSF), including any record containing personal information, will be maintained, retained and, where applicable, disposed of in a manner consistent with the Freedom of Information and Protection of Privacy Act and the provisions of the regulations to this policy.

#### **Guidelines**

n/a

#### **Administrative Procedures**

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

*Approved (D-701-20111215):*                      *October 15, 2015*

*Revised:*

*Due for Revision:*                              *October 2020*

*Legal Reference:*                                *Freedom of Information and Protection of Privacy Act (1994)*  
*and The Associated Regulation, Chapter F.18.5*