

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

### **Background**

As a public organization, the Division will manage information in a manner which supports a commitment to providing the public with open access while, at the same time, protecting the personal privacy of the individual.

The Assistant Superintendent, Corporate Services is responsible for the administration of this administrative procedure.

### **Procedures**

1. The application of this administrative procedure will be subject to the following principles:
  - 1.1 To allow the right of access to any person to the records in the Division's custody or control subject only to those limited and specific exceptions stated in the Act;
  - 1.2 To control the manner in which the Division collects personal information from an individual; to control the use that the Division may make of that information; and to control disclosure by the Division of that information;
  - 1.3 To allow individuals, subject to limited and specific exceptions, the right to have access to the information about them which the Division holds;
  - 1.4 To allow individuals the right to request corrections to information about them held by the Division; and
  - 1.5 To provide an independent review of decisions made by the Division pursuant to the Freedom of Information and Protection of Privacy Act.

NOTE: The independent review process will be through the Office of the Commissioner for Freedom of Information and Protection of Privacy.

2. The Assistant Superintendent, Corporate Services is designated as the Head for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for ensuring that the Division complies with the provisions of the Act.
3. The FOIP Manager is designated the Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for overall management of the Freedom of Information and Protection of Privacy function.
4. The FOIP Head will fulfill his/her duties under the Freedom of Information and Protection of Privacy Act including the establishment of procedures and practices to ensure appropriate administration of the legislation.
5. Fees which the Division may charge pursuant to the Freedom of Information and Protection of Privacy Act are as detailed in the Appendix to this administrative procedure.

6. The FOIP Head shall produce and maintain a directory of the information that the Division holds including a directory of personal information held, and shall specify those records that are available to the public without need for a request for access under the FOIP Act.
7. The FOIP Head shall produce and maintain a handbook that provides guidelines to be adhered to by the Division and its staff on the retention and disposition of records.

Reference: Relevant Legislation & Guidelines

## FOIP FEE SCHEDULE

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|--|---------------------------------------|
| 1. Initial fee for one-time FOIP requests  | \$25.00                               |
| 2. Initial fee for FOIP requests requiring specific information on a continuing basis.   | \$50.00                               |
| 3. Fees for processing requests for general records. The following fees apply when the estimated costs to locate and copy records as a result of a FOIP request exceed \$150.00. |                                       |
| a. For locating and retrieving a record  | \$ 6.75/15 min.                       |
| b. Computer processing and related charges for producing a record from an electronic data base.  | actual amount charged to the Division |
| c. For preparing and handling a record for disclosure.   | \$6.75/15 min.                        |
| d. For supervising an examination of a record.   | \$6.75/15 min.                        |
| e. For shipping a record or a copy.  | actual cost incurred by the Division  |
| f. For copying a record:   |                                       |
| • photocopies, laser, print copies, and computer printouts.  | 25¢/page                              |
| • floppy disks   | \$10/disk                             |
| • computer tapes   | \$55/tape                             |
| • micro-fiche  | 50¢/fiche                             |
| • photographs  | actual cost incurred by the Division  |
| • plans & blueprints   | actual cost incurred by the Division  |
| • duplication of audio cassette  | \$5/tape                              |
| • duplication of video cassette  | actual cost incurred by the Division  |
| • slides   | \$2.00/slide                          |

- any other media not listed above actual cost  
incurred by the  
Division
4. Fees for copying an applicant's own personal information when the costs exceed \$10.00:
- a. photocopies, laser print copies and computer printouts 25¢/page

If fees are expected to exceed one hundred fifty dollars (\$150.00), the FOIP Coordinator must provide an estimate in advance. The Division requires a deposit of fifty percent (50%) of the fee prior to processing the request.

[Form 180-1 Photograph – Media Consent Form](#)