

ADMINISTRATIVE PROCEDURE

General Administration Freedom of Information and Protection of Privacy Act GEN #02
(FOIP)

Revised: **June 2024**

Background

Alberta school jurisdictions are under the governance of the *Freedom of Information and Protection of Privacy Act* (FOIP Act). The legislation aims to strike a balance between the public's right to know and the individual's right to privacy as those rights relate to information held by public bodies in Alberta.

Procedures

1. The Superintendent shall serve as the head of Christ The Redeemer (CTR) Catholic Schools for the purpose of the FOIP Act and is responsible for ensuring CTR Catholic complies with the provisions of the FOIP Act.
2. The Director of Communications has been designated as the FOIP Coordinator in accordance with the provisions of the FOIP Act and is responsible for the overall management of the Act.
3. School Principals are responsible for ensuring that all school staff and school volunteers act in accordance with the provisions of the FOIP Act.
4. All Board policies, guidelines, regulations, and information request procedures shall be consistent with the FOIP Act.
5. All forms used to collect student or staff information shall be approved by the Superintendent, or designate, prior to use.
6. When fees are to be paid under the FOIP Act, the rates adopted by the Government of Alberta shall be confirmed as the rates used by CTR Catholic.
7. As a public body CTR Catholic 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 application of this regulation will be subject to, but not limited to, the following principles:
 - a. To allow the right of access to any person to the records in the CTR Catholic's or control subject only to those limited and specific exceptions stated in the FOIP Act.
 - b. To allow individuals, subject to limited and specific exceptions, the right to have access to the information about them which CTR Catholic holds.
 - c. To allow individuals the right to request corrections to information about them held by CTR Catholic.

- d. To provide an independent review of decisions made by CTR Catholic pursuant to the FOIP Act. The independent review process will be through the Office of the Commissioner for the Freedom of Information and Protection of Privacy.
8. No personal information will be collected unless its collection is specifically authorized by provincial legislation or is necessary for an operating program or activity of CTR Catholic. CTR Catholic may use or disclose personal information only for the purpose for which it was collected or compiled, or for a use consistent with that purpose, or if the individual the information is about has identified the information and consented to its use, or for purposes referred to in sections 39, 40, 41 and 42 of the FOIP Act. Implications for staff members include:
- a. While providing educational services to students, employees may be provided with information about students and their families, all of which shall be treated and considered as confidential information.
 - b. Employees may come across school and division business, which is privileged, and it too shall be treated as confidential information.
 - c. Employees have a duty to protect confidential information and will not disclose this information to any other person or persons who are not authorized to receive this information, unless permission to disclose such information has been granted in writing by The Christ the Redeemer Catholic Separate School Division.
 - d. If employees are uncertain as to whether certain information is confidential information, or whether a person asking or seeking to receive confidential information is authorized to do so, employees must direct inquiries to their direct supervisor or speak to the Superintendent or designate.
 - e. Failure to adhere to the above may result in disciplinary action, up to and including termination.