



## **Policy Manual – Administration**

### **A.09 – Freedom of Information and Protection of Individual Privacy PROCEDURES**

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The Director of Education will designate an executive to be the Freedom of Information Coordinator for the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Coordinator will be responsible for the following:

- i) receiving all requests for information under the Act; ii) retrieving and reviewing Board records;
- iii) preparing correspondence related to notification and access, including tracking of requests;
- iv) preparing Board records for access, including severing of private information;
- v) preparing the Board's Annual Report to the Information and Privacy Commissioner; vi) coordinating staff training and awareness programs for staff involved in the handling of records and access requests; and,
- vii) overseeing the administration of fees and financial reporting for requests made under the Act, in cooperation with the Finance Department.