



**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
MANAGEMENT AND ACCESS OF INFORMATION**

(page one of one)

POLICY

The Board of Education acknowledges and accepts its responsibility to ensure that general information related to the operation of the school district is available to the public.

The Board of Education also acknowledges and accepts its responsibility to protect the privacy of school district employees, students and local public body confidences.

In fulfilling its responsibilities, the Board of Education is guided by the *Freedom of Information and Protection of Privacy Act*.

REGULATIONS

1. The Board has designated the Superintendent of Schools as the official head of the school district for the purposes of the *Act*, Section 77(a).
2. The Freedom of Information Coordinator will be responsible for developing, reporting and monitoring procedures for the administration of the *Act*.
3. Routine requests will be handled at the point-of-contact. Formal written requests will be handled through the office of the Superintendent of Schools.
4. Fees to be charged applicants under the *Freedom of Information and Protection of Privacy Act* shall be in accordance with Schedule 1 of the Regulation under the Act (BC Reg. 155/2012). If the Board does not have the capabilities to reproduce the record and must use an outside agency, charges will be at cost. Fees shall not be charged to individuals who are accessing their own personal information.