

ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

Background

As a public organization, the Division will manage information in a manner that supports a commitment to providing individuals a general right to access records, subject to limited and specific exceptions, as well as the right to request access to their own personal information. The Division is also committed to protecting the personal privacy of the individual. This administrative procedure is in alignment with the legislated responsibilities outlined in the following *Acts* and their regulations:

- *Access to Information Act*, SA 2024, c A-1.4 (*ATIA*)
- *Protection of Privacy Act*, SA 2024, c P-28.5(*POPA*)
- *Education Act*, SA 2012, c E-0.3 and the *Student Record Regulation*, Alta. Reg. 97/2019

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 as stated in sections 19-34 of the *ATIA*;
 - 1.2 To control the collection, use and disclosure of personal information by the Division in line with the stated purposes of and in compliance with the *POPA*;
 - 1.3 To allow individuals, subject to limited and specific exceptions, the right to have access to the information about them that the Division holds;
 - 1.4 To allow individuals the right to request corrections to information about them held by the Division as set out in section 7 of the *POPA*; and
 - 1.5 To provide an independent review of decisions made by the Division pursuant to the *ATIA* and the *POPA*.

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

2. The Assistant Superintendent, Corporate Services is designated as the Public Body Head under section 98(a) of the *ATIA* and is responsible for ensuring that the Division complies with the provisions of the *ATIA* and the *POPA*.
3. The Manager of Communications and Community Engagement is designated the Privacy and ATIA Officer for the purposes of the *ATIA* and *POPA* and is responsible for *ATIA* and the *POPA*.. ensuring the public body's compliance with the *Acts*.

4. The Public Body Head will fulfill their duties under the *ATIA* and the *POPA* including the establishment of procedures and practices to ensure appropriate administration of the legislation in the form of a Privacy Management Program.
5. The Public Body 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 as part of the Privacy Management Program.
6. Fees which the Division may charge pursuant to the *ATIA* are as detailed in the Appendix to this administrative procedure.
7. Public Body 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 *ATIA*.

Reference: Relevant Legislation & Guidelines

[Access to Information Act, SA 2024, c A-1.4 \(ATIA\)](#)

[Protection of Privacy Act SA 2024, c P-28.5 \(POPA\)](#)

Education Act, SA 2012, c E-0.3

Student Record Regulation, Alta. Reg. 97/2019

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

[Access to Information Request Form](#)

FOIP FEE SCHEDULE

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

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| 1. Initial fee for one-time ATIA requests | \$25.00 |
| 2. Initial fee for ATIA requests requiring specific information on a continuing basis. | \$50.00 |
| 3. Fees for processing requests for general records. The ATIA fees apply when the estimated costs to locate and copy records as a result of a ATIA request exceed \$150.00: | |
| a. For searching for, locating and retrieving a record | \$ 6.75/15 min. |
| b. For converting a record into a redactable format | \$0.25/page |
| c. For reformatting audiovisual files into a redactable format | \$6.75/15 min. |
| d. For producing a paper copy of a record: | |
| • Photocopies and computer printouts: black and white up to 8 1/2" x 14" | \$0.25/page |
| • Photocopies and computer printouts: other formats | \$0.50/page |
| • From microfiche or microfilm | \$0.50/page |
| • Plans and blueprints | Actual cost to the Division |
| e. For producing a copy of a record by duplication of the following media: | |
| • Microfiche and microfilm | Actual cost to the Division |
| • Computer disks | \$5.00/ disk |
| • Computer tapes | Actual cost to the Division |
| • Slides | \$2.00/slide |
| • Audio and video tapes | Actual cost to the Division |
| f. For producing a photographic copy (colour or black and white) printed on photographic paper from a negative, slide or digital image: | |
| • 4" x 6" | \$3.00 |
| • 5" x 7" | \$6.00 |
| | \$10.00 |

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|---|--------------------------------------|
| • 8" x 10" | \$20.00 |
| • 11" x 14" | #30.00 |
| • 16" x 20" | |
| g. For producing a copy of a record by any process or in a medium or format not listed in (b)-(f) | Actual cost to the Division |
| h. For preparing and handling a record for disclosure. | \$6.75/15 min. |
| i. For supervising an examination of a record. | \$6.75/15 min. |
| j. For shipping a record or a copy of a record | actual cost incurred by the Division |
| 4. Fees for producing a copy of an applicant's own personal information in accordance with 3(d)-(g), when the costs exceed \$10.00. | |