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3.1 What information rights are in the Act?

- 3.1.1 The right of access to any record held by the University, including a record containing personal information about the applicant.
- 3.1.2 The right of access does not include information to which an exception applies.
- 3.1.3 If a record can be severed, the right of access applies to the remainder of the record.
- 3.1.4 The right of access may be subject to the payment of a fee.

3.2 How to make a request

- 3.2.1 An applicant must make a written request.
- 3.2.2 An applicant may ask for a copy of the record or to examine the record.
- 3.2.3 The University must make every reasonable effort to assist applicants and to respond in a timely way, openly, accurately and completely.
- 3.2.4 The University must respond within 30 working days after a request is received.
- 3.2.5 The University must tell the applicant its decision and explain the specific reasons when access is refused.
- 3.2.6 The University may extend the time for responding to a request for up to 30 working days or longer in specific circumstances.
- 3.2.7 University may transfer the request to another public body in specific circumstances.

3.3 What exceptions are in the Act?

- 3.3.1 Draft resolutions considered in closed session
- 3.3.2 Policy advice or recommendations
- 3.3.3 Legal advice
- 3.3.4 Disclosure harmful to law enforcement
- 3.3.5 Disclosure harmful to the financial or economic interests of the University
- 3.3.6 Disclosure harmful to individual or public safety

Exceptions 1 to 7 are discretionary – the University may refuse access.

Exceptions 8 and 9 are mandatory – the University must refuse access.

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4.1 What personal privacy rights are in the Act?

4.1.1 The University must tell an individual from whom it collects personal information the purpose and legal authority for collecting it.

4.1.2 The University must collect personal information directly from the person whom it concerns.

4.1.3 The University must make every reasonable effort to ensure that the personal information it uses is accurate and complete.

4.1.4 A person may

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5.1 A person can request the B.C. Information and Privacy Commissioner to review any decision made by the University that relates to a request.

6.1 The University may require an applicant to pay a fee for specific services.

6.2 Fees do not apply to a request for an applicant's own personal information.

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