



HEAD OF THE INSTITUTION AND DELEGATION OF AUTHORITY UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Date
November 24, 1994

Number
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Date of Last
Review/Revisio

Mandated
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- a. Logging, monitoring, and tracking formal requests for information that is in the custody or control of the University;
- b. Coordinating the location, retrieval, and production of records that respond to a request and obtaining copies from University departments and employees;
- c. Preparing required notices to applicants and third parties;
- d. Reviewing records for confidential and personal information to which exceptions to the right of access apply;
- e. Documenting the review;
- f. Severing records if necessary; and
- g. Preparing an Access Review Recommendation for the Information Decision Making Authority.

5.3.2 Investigate privacy breaches and complaints.

5.3.3 Serve as the primary contact with the Office of the Information and Privacy Commissioner for British Columbia regarding complaints or requests for review of University access and other decisions made under the Act including preparation for mediation and Commissioner's inquiries.

5.3.4 Provide advisory services by interpreting the provisions of the Act and how they apply to the University's records administration and operations.

5.3.5 Provide information and training to University employees about the law and its application to University records administration and operations.

5.3.6 Develop informatics,

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7.0 ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

7.1 The information and records made and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia Freedom of Information and Protection of Privacy Act and the University's Information Policy series.

8.0 RETENTION AND DISPOSAL OF RECORDS

8.1 Information and records made and received to administer this policy are evidence of the University's actions to designate the Head of the institution for University's compliance with the Act. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist.

9.0 POLICY REVIEW

9.1 This policy must be reviewed every five years and may always be reviewed as needed.

10.0 POLICY AUTHORITY

10.1 This policy is administered under the authority of the University Secretary and General Counsel.

11.0 INTERPRETATION

11.1 Questions of interpretation or application of this policy or its procedures shall be referred to the General Counsel and University Secretary whose decision shall be final.

12.0 PROCEDURES AND OTHER ASSOCIATED DOCUMENTS

12.1 Schedule A – Delegation of Authority under the Freedom of Information and Protection of Privacy Act of British Columbia

12.2 Appendix A contains the definitions applicable to this policy and its associated Schedules and procedures.