



When a FOI applicant requests that the Information and Privacy Commissioner's Office review the university's access decision, and it involves records covered by this policy, the Director, Secretariat Services shall be the university's mediation contact for those records that create the conflict. For all other records, the university's Information and Privacy Coordinator shall be the mediation contact.

Upon deciding that a real or perceived conflict of interest exists, only the record(s) responsive to a FOI request that create the conflict shall be referred to the Director, Secretariat Services. All other records shall be reviewed by the Archives Department according to its usual procedures.

The Director, Secretariat Services shall, according to those standard procedures used by the Archives Department:

- review the record(s) for possible FOI exceptions to the right of public access,
- document the review,
- prepare an access review recommendation for approval and signature by the appropriate SFU administrator with designated FOI decision-making authority, and
- indicate the information that is to be severed, if any, from the record(s).

The Archives Department shall provide all necessary admi