



BOARD ADMINISTRATIVE PROCEDURE	
<i>ADMINISTRATIVE PROCEDURE</i> Freedom of Information	<i>ADMINISTRATIVE PROCEDURE NUMBER</i> 1207 (NEW) 308 (OLD)
<i>Directional Policy</i> Records and Information – 1200	

TITLE OF ADMINISTRATIVE PROCEDURE:

Freedom of Information

DATE APPROVED:

PROJECTED REVIEW DATE:

August 2023

DIRECTIONAL POLICY ALIGNMENT:

Records and Information

ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:

The Freedom of Information Administrative Procedure supports our Vision for achieving Excellence in Catholic Education by supporting the Board in its commitment to maintaining public confidence by being open, transparent and accountable with respect to the records and information it manages. The Board understands that the public has a right of access to board records with limited exemptions and that the public retains a right to appeal any denial of access to information to the Information and Privacy Commissioner of Ontario.



Strategic Priorities 2017-2020

Vision

Achieving Excellence in Catholic Education
LEARN • LEAD • SERVE

Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

ACTION REQUIRED:

The Board shall comply with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, a provincial law that provides individuals with a right of access to government records subject to specific and limited exemptions.

The Director of Education shall be considered the Head of the Board for the purposes of *MFIPPA*.

The Communications Manager shall be designated Freedom of Information and Privacy Officer and formal requests made under MFIPPA for information held by the Board shall be made to the Communications Manager.

RESPONSIBILITIES:

The Board of Trustees is responsible for:

- Ensuring alignment with the Records and Information Management Directional Policy;
- Reviewing the Freedom of Information Administrative Procedure as part of its regular policy and procedure review cycle.

Trustees are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

The Director of Education is responsible for:

- Authorizing decisions with respect to the release of information under MFIPPA;
- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure;
- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

The Communications Manager is responsible for:

In the role of Freedom of Information and Privacy Officer:

- Receiving and processing all requests for information under *MFIPPA* including appeals;
- Reporting annually to the Information and Privacy Commission of Ontario;
- Providing consultation and support regarding access to information for staff and members of the public;

Superintendents and Managers are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request;
- Directing staff to assist in the preparation of records responsive to a formal access request.

Principals are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request;
- Directing staff to assist in the preparation of records responsive to a formal access request.

Staff are responsible for:

- Providing the Freedom of Information and Privacy Officer with ready access to records and information responsive to a formal access request.

Members of the public are responsible for:

- Understanding that any costs related to information access shall be recovered in accordance with the fees outlined in *MFIPPA*;

- Understanding that they have a right to appeal Board decisions with respect to access requests under *MFIPPA* to the Information and Privacy Commissioner of Ontario.

PROGRESS INDICATORS:

- Yearly completion of the Board's annual report to the Information and Privacy Commissioner of Ontario.

SUPPORTING DOCUMENTS:

RELEVANT BOARD PROCEDURES/POLICIES

- Ontario Student Record Management Administrative Procedure
- Protection of Privacy Administrative Procedure

REFERENCES:

[MFIPPA](#)