

# SCHOOL DISTRICT NO. 48 (SEA TO SKY)

## POLICY SERIES 200 - BOARD OF EDUCATION

203  
Bylaw 203.4

PROCEDURES OF OPERATION  
Access to Information

### Preamble

School districts are required to institute procedures for managing formal requests for information under the Freedom of Information and Protection of Privacy Act.

### Bylaw

The Board designates the Superintendent of Schools as the official head of the school district for purposes of the legislation. The Board will respond to all requests for information in accordance with the general intent of the legislation and to formal requests for information in accordance with its specific requirements.

### Bylaw Objectives

1. To provide procedures for managing formal requests for information under the Freedom of Information and Protection of Privacy Act.
2. To ensure that staff and members of the public are aware of the school district's obligations regarding access to information and protection of privacy.

### Procedures

1. The Superintendent will designate a staff member as Coordinator of Information and Privacy.
2. The Superintendent will establish procedures and fees for accessing information in accordance with the legislation.
3. The school district will publish a brochure outlining the procedures and fees for accessing information.
4. Any request for information which may impair the privacy of an individual or an organization will be referred to the Coordinator.
5. All formal requests made under the Freedom of Information and Protection of Privacy Act will be directed to the Coordinator.

6. Staff will respond to formal requests only as directed by the Coordinator.
7. The Coordinator will notify applicants if fees will be incurred, if there will be a delay in responding, or if the request is denied.
8. If the request is denied, the applicant will be informed of the reasons for the refusal and the right of appeal to the Freedom and Privacy Commissioner.