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The management of information required by due process, legislation or regulation is an important consideration for administrators and staff of the Burnaby School District. On

3. To provide for continued informal and voluntary access to information held by the Board and to implement a formal process to provide information which may not be available through other avenues while specifying limited exceptions to that right to access under the Act (FIPPA).

notice of fee changes estimate.

3. Any disputes between the Freedom of Information Co-ordinator and other departments will be forwarded to the designated "Head" for resolution.

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1. The collection, security, management and access regarding information records will comply with the intent of the Act (FIPPA).

2. The Freedom of Information Co-ordinator will, to the best of their abilities and knowledge, ensure the accuracy of that information, its use and seek to maintain confidentiality of personal information.

3. Acknowledgement letter – The Freedom of Information Co-ordinator will prepare an acknowledgement letter detailing the date received and a short description of the information requested, the identity or registration number assigned to the request and pertinent details of the person at the Board responsible for handling the request.

4. Clarification of Access Request – When the request for information requires clarification the Coordinator will contact the requester by letter or telephone detailing the date of receipt of the request, the identity or registration number assigned to the request, the specific information required.

5. Notification of Time Extension – As permitted under Section 10 of the Act (FIPPA), the Coordinator will contact the requester by letter detailing the reason for the delay, the additional time required, the new due date for a response and the right of appeal to the FIPPA Commissioner to review the extension.

6. Notification of Transfer of Request to another institution – When the information requested is not available through the Board under Section 11 of the Act, the Co-ordinator will write to the requester detailing the original request and the name of the institution to which the request has been transferred.

7. Approval of Access Request or Approval of Partial Access Request – When the request for information has been approved, the Co-ordinator will write to the requester detailing where, when and how access will be accorded.

8. Denial of Access – When the request for information has been denied, the Co-ordinator will write to the requester detailing the reasons why under the Act the Board is not able to disclose the information requested and the right of appeal to the FIPPA Commissioner for a review of the decision.

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1. Fees charged by the Board for information provided under the Act (FIPPA) will follow the schedule of maximum fees outlined in the FIPPA Policy and Procedures Manual.

2. Decisions to charge fees for services for formal requests made under Part 2, Section 5 of the Act will depend on the type of request and the cost of providing the information.

3. An estimate of fee costs will be provided by the Co-ordinator to the requester prior to performing the service.

4. Applicants who seek access to their own personal information will NOT be charged a fee.

5. Fees set by Regulations under the Act may be charged for a formal request under the following circumstances:
   a. Locating, retrieving and producing records;
   b. Preparing the record for disclosure;
   c. Shipping and handling the record; and
   d. Providing a copy of the record.

Fees may involve hourly charges for staff time and charges for computer time.

6. Fee charges will not apply to:
   a. The first three (3) hours spent locating and retrieving records;
   b. Time spent severing information from the record;
   c. Time spent reviewing the formal request to determine whether an exception applies; and
   d. Time spent to determine whether to sever a part of the record.

7. Fee charges may be waived by the Secretary-Treasurer as designated "Head".