



Freedom of Information and Protection of Privacy Act

Date: 2021/02/26

Administrative Procedures

The Municipal Freedom of Information and Protection of Privacy Act (the Act) establishes a general right of access to records held by municipal government, local agencies, school boards and commissions, using these principles:

- Any information held by government should, in general, be available to the public;
- Any exemptions from the right of access to information should be limited and specific;
- Any decisions relating to access to information can be reviewed by the independent Information and Privacy Commissioner/Ontario; and
- Any person may make a request for information held by a government institution covered by the Act.

1. Responsibilities

- 1.1 The Director of Education and/or designate is accountable for the Board's compliance with privacy legislation and will be the accountable decision maker in responding to Freedom of Information Requests.
- 1.2 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.3 The staff member assigned the duty of Privacy Officer will analyze Freedom of Information Requests and process by following the procedures as set out in the applicable legislation.

2. Expectations

- 2.1 Requests are made using the Freedom of Information Request Form.
- 2.2 Forms may be submitted in person or by mail to:
St. Clair Catholic District School Board
Attention: Privacy Officer
420 Creek Street
Wallaceburg, ON N8A 4C4
- 2.3 There is a \$5.00 mandatory application fee that must be paid when submitting a Freedom of Information Request. Please be advised the application fee cannot be waived and is non-refundable.

- 2.4 Additional Fees for searching, photocopying, severing, etc. may apply as outlined in Section 45 of the Act.
- 2.5 The Board responds to requests within 30 days of receiving the form and application fee. Requests requiring an extensive search, a large number of records, and/or consultation with an external third party may require an extension to the 30 days. If an extension is required, you will be notified as outlined in Section 20 of the Act.
- 2.6 For more information, call the Privacy Officer at 519-627-6762.
- 2.7 Additional information about access to information may be obtained by visiting the Information and Privacy Commissioner of Ontario website.

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

References

Legislation

Education Act, Ontario: s266; and s171(38)
Municipal Freedom of Information and Protection of Privacy Act
Personal Health Information Protection Act; 2004 C. 3 Sch. A
Personal Information Protection and Electronic Documentation Act
Immunization of School Pupils Act, 1990

Other Related

Information and Privacy Commission of Ontario <http://www.ipc.on.ca/>
The Ontario Student Record Guideline
The Ontario School Boards and Authorities Privacy Standard
Office of the Privacy Commissioner of Canada: Youth Privacy

