



Procedure No.	A.3.3
Title	Freedom of Information and Protection of Privacy (FOIPPA) Procedures
Approving Jurisdiction	Board of Governors
Procedure Sponsor	Executive Director, Human Resources
Last Revised/Replaces	04.24.1997
Effective Date	May 5, 2011
Signed by	Interim Executive Director, Human Resources; Paula Boddie

DEFINITIONS

COLLEGE-RELATED ACTIVITY: means any activity at any location that is engaged in by or on behalf of the College by persons acting under the College's direction and control.

CONTACT INFORMATION: is information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

PERSONAL INFORMATION: means recorded information about an identifiable individual other than Contact Information. Personal information may include someone's name, personal information, personal address, personal telephone number, race, origin, colour, political or religious beliefs, age, sex, sexual orientation, marital or family status, and any identifying number or symbol assigned to a College member. This list is not exhaustive and may include other information that enables identification.

SERVICE PROVIDER: means a person retained under a contract to perform services for a public body.

RECORDS: a record includes books, documents, maps, letters, papers, photos and any other thing on which information is recorded or stored by graphic, electronic, mechanical or any other means. Any record created or obtained in the course of the duties of a College member of VCC is a record in the custody or control of VCC and is subject to the Act.

NOTE: the FOIPPA contains many defined terms. VCC interprets this Policy and Procedures in compliance with the definitions provided in the Act. Further information about the *Freedom of Information and Protection of Privacy Act* and the process for submitting requests is available online at <http://www.gov.bc.ca/citz/iao/foi/index.html>.

PROCEDURES

The Procedures below have been organized as follows:

- A. FOIPPA Responsibilities
- B. Requests for Access to Information
- C. Procedures for Handling Access to Information Requests

A. FOIPPA RESPONSIBILITIES

1. The President has final decision-making authority on behalf of VCC regarding the College's response to access to information requests. Mandatory and discretionary exceptions are applied in compliance with the Act.
2. The Executive Director, Human Resources , or the most Senior Human Resources Administrator, appointed within VCC, henceforth referred to as the Executive Director, is accountable for:
 - Ensuring awareness and compliance with the Act.
 - Managing requests for access to information.

B. REQUESTS FOR ACCESS TO INFORMATION

3. The President may prescribe categories of records in the custody or control of VCC that are available to the public without a request for access under the FOIPPA.
4. All formal access to information requests must be submitted in writing to the Executive Director.
5. Access request must provide sufficient detail in order to permit identification of the records sought.
6. The right of access may be subject to the payment of fees as authorized by the Act.

C. PROCEDURES FOR HANDLING ACCESS TO INFORMATION REQUESTS

7. No records may be released in response to a formal access to information request under any circumstances without the written authorization of the Executive Director.
8. Because VCC's response to formal access requests is governed by strict time limits set out in the FOIPPA, access requests must be date stamped and promptly referred to the Executive Director the same day they are received.

VCC has a statutory duty to assist access applicants. As part of that duty VCC must conduct a thorough search for records responsive to a request. Records requested from College members by the Executive Director in response to access requests must be provided to the Executive Director within five (5) working days. Copies of records stored electronically, such as emails, must be printed and provided in hard copy.

RELATED POLICY

Refer to Freedom of Information and Protection of Privacy Policy – A.3.3