

## ACCESS AND PRIVACY

The Pembina Trails School Division is committed to the principles of access to information and the protection of privacy as they are outlined within the Province's access and privacy legislation The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA).

School Divisions are required to comply with both FIPPA and PHIA, which governs access to and protection of personal information or personal health information, and addresses the collection, use, disclosure, security and independent review process relating to personal information.

### Purpose

The purpose of this policy is to ensure that the Division meets its obligation under The Freedom of Information and Protection of Privacy Act (FIPPA) and The Personal Health Information Act (PHIA) and other applicable legislation, including division policies.

### Duties

For the purposes of FIPPA, the duties, powers and responsibilities are delegated as follows:

**Head** (s.1 and s.80 of the Act) – the chairperson of the board

**Access and Privacy Officer** (s.81 of the act, sec.1 reg) - Secretary Treasurer

**Access and Privacy Coordinator** (s.2 reg) – Records Management Assistant

### Responsibilities

**Head** – the Head is designated as the head of the public body for the purposes of the Act.

**Access and Privacy Officer** – the Access and Privacy Officer is responsible for the overall direction of access to information and protection of privacy matters in the Division.

**Access and Privacy Coordinator** – the Access and Privacy Coordinator is responsible for receiving applications for access to records and for the day to day administration of FIPPA and PHIA in the Division.

The Division's Access and Privacy Regulation includes administration and management procedures in support of compliance with the Access and Privacy Policy.

*Accomplish Anything*

Adopted	Reviewed	Revised	Page
3/107/05	10/28/2019	BD20210325.1005	1 of 1