



## SD42 PROCEDURE: 5700.1

### MANAGEMENT OF INFORMATION AND ACCESS REQUESTS

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#### GENERAL

1. Students, staff and members of the public are entitled to seek access to records within the custody and control of the School District. In order to support access to information and records, the School District has established different processes for each of the following types and categories of requests:
  - Requests for access to publicly available information
  - Requests for access to student files
  - Requests for access to employee personnel files
  - Requests for access to other records

#### REQUESTS FOR PUBLICLY AVAILABLE INFORMATION

2. The School District supports appropriate transparency and accountability practices and seeks to identify categories of information or records to make available to the public.
3. The School District routinely makes available on its public website: the minutes of its public meetings, public board reports, financial information and other information that the Board is required to or determines to make available to the public.
4. Individuals seeking access to, or information about, records that are publicly available should submit a written request to the Freedom of Information Coordinator, by emailing [privacy@sd42.ca](mailto:privacy@sd42.ca).
5. The School District supports the appropriate disclosure of information on matters of public interest in accordance with section 25 of the [Freedom of Information and Protection of Privacy Act](#) ("FIPPA").

#### REQUESTS FOR STUDENT FILES

6. The School District recognizes that the student file for school-aged students enrolled within the School District is available to the student and their parents/guardians under the [School Act](#).
7. Requests for copies of a student's file when made by a student or their parent/guardian should be referred to the student's current school principal, and access will be granted at the school level in accordance with the School Act.
8. Before granting access to student files, the school principal shall ensure that any third-party personal information contained in the file is removed or redacted. The student file shall not contain student counselling records. If the school principal has questions or concerns about the information or records to be disclosed, they will consult with the Freedom of Information Coordinator.
9. Former students and students who have reached the age of majority should seek access to their student file by making a written request to [student\\_records@sd42.ca](mailto:student_records@sd42.ca).
10. The School District reserves the right to charge reasonable fees for the processing of requests for student files and may require proof of identity or guardianship before releasing records.

#### REQUESTS FOR EMPLOYEE PERSONNEL FILES

11. The School District recognizes that FIPPA provides employees with an entitlement to receive access to their own personal information as contained in their personnel file, subject to certain exceptions set out in FIPPA.
12. Requests for access to personnel files should be directed to the School District Human Resources Department ("HR"). HR will review the personnel file and remove any third-party personal information before making the file available to the requestor. If necessary, HR will consult with the Freedom of Information Coordinator prior to releasing the records, to ensure that any decision to release or withhold information in the personnel file complies with FIPPA.
13. If the Freedom of Information Coordinator determines that any information or records must not or should not be disclosed in response to a request, then the request may be treated as a formal request made under FIPPA and processed as a FIPPA Access Request under this Procedure.
14. The School District may require proof of identity from individuals requesting access to their own personal information.

### **REQUESTS FOR ACCESS TO OTHER RECORDS (FIPPA ACCESS REQUESTS)**

15. Staff who receive requests ("Access Request") for access to records under FIPPA will promptly refer the request or requestor to the Freedom of Information Coordinator.
16. FIPPA permits verbal requests for access to records to be made in special circumstances, such as where there are language or other barriers to making a written request. In such cases, the Freedom of Information Coordinator will record the verbal request in writing and confirm it with the requestor.
17. The "Head" of the School District for the purposes of section 77 of FIPPA is the Superintendent. The Head has the vested authority to respond to Access Requests and may delegate some or all their powers to their designate for the release of records under FIPPA by written instrument.
18. The Head or their delegate will consult, where appropriate, with the responsible department or school prior to the release of records responsive to a request.
19. It is the responsibility of the Head and their designate to provide responses to Access Requests to the requestor.
20. Employees of the School District are expected to provide reasonable and timely cooperation to the School District if requested to assist in searching for records responsive to an access request or to consult on the release of records.
21. Where required to respond to an access request, the School District may conduct searches of electronic records where such records are maintained on the School District's systems or servers. Accordingly, employees wishing to avoid any inadvertent intrusions, should not retain private or non-work-related documents or communications on the School District's systems or servers.
22. The FIPPA applies to all records within the custody or control of the School District, and the School District has an obligation to assist those requesting access to records under FIPPA. Accordingly, employees may not destroy or delete records that may be responsive to an existing access request, nor should employees seek to use personal email accounts or devices to conduct School District business or carry out employment functions.
23. The School District may require proof of identity from individuals requesting access to their own personal information.
24. The School District reserves the right to charge fees for processing access requests but will do so only as permitted and in accordance with the requirements of the FIPPA.

**APPROVED: April 2020**

**UPDATED: December 2024**



## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

### REQUEST FOR ACCESS TO RECORDS

<b>THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 42 (MAPLE RIDGE - PITT MEADOWS)</b>			
<b>YOUR NAME</b>			
LAST NAME	FIRST NAME	MIDDLE NAME	OPTIONAL <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> MRS. <input type="checkbox"/> MR. <input type="checkbox"/> OTHER : _____
<b>YOUR ADDRESS</b>			
STREET, APARTMENT NO., P.O. BOX, R.R. NO.	CITY / TOWN	PROVINCE / COUNTRY	POSTAL CODE
<b>YOUR CONTACT INFORMATION</b>			
DAY PHONE NO. (    )	ALTERNATE PHONE NO. (    )	E-MAIL ADDRESS	
<b>DETAILS OF REQUESTED INFORMATION</b>			
<b>INFORMATION REQUESTED</b> (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.)			PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF SO, PLEASE ATTACH, AS APPROPRIATE: a) THAT PERSON'S SIGNED CONSENT FOR DISCLOSURE, OR b) PROOF OF AUTHORITY TO ACT ON THAT PERSON'S BEHALF.)			
PREFERRED METHOD OF ACCESS TO RECORDS <input type="checkbox"/> EXAMINE ORIGINAL <input type="checkbox"/> RECEIVE COPY	YOUR SIGNATURE		DATE SIGNED (YYYY MMM DD)
<b>FOR SCHOOL DISTRICT USE ONLY</b>			
<b>REQUEST CATEGORY</b>	<input type="checkbox"/> ACCESS TO <u>G</u> ENERAL INFORMATION		<input type="checkbox"/> ACCESS TO <u>P</u> ERSONAL INFORMATION
DATE RECEIVED (YYYY MMM DD)	DATE DUE (YYYY MMM DD)		
<ul style="list-style-type: none"> <li>YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING.</li> <li>BIRTHDATE IS REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION</li> <li>PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE <b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT</b> AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.</li> </ul>			