

## Administrative Procedure 180 Appendix

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### FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

In the fall of 1995, the Alberta FOIP Act was passed and applied to all provincial public bodies. On September 1, 1998, school jurisdictions came under the governance of the FOIP Act.

#### The FOIP Act ensures that:

Medicine Hat Catholic Regional Division No. 20:

- Provides the public with access to information
- Protects individual (personal) privacy

#### Five Basic Principals of FOIP:

1. The public has a right of access to records held by public bodies, subject to narrow and specific exceptions. This right of access is the cornerstone of openness and accountability of public bodies.
2. Personal privacy is protected by rules that public bodies must follow in the collection, use, protection and disclosure of personal information. Unless the Act allows it, your personal information cannot be disclosed to others without your consent.
3. You have the right to see personal information about yourself. This is a broad right of access with few exceptions.
4. You have the right to request correction of your personal information if it is not accurate.
5. The Act provides for an independent review of decisions about disclosure of information and possible violations of individual privacy. The Office of the Information and Privacy Commissioner conducts these reviews.

#### Protection of Privacy

You have the right to privacy. Your personal information includes for example: your name, address, age, gender, education etc.

All personal information provided to Medicine Hat Catholic Regional Division No. 20, whether on a student registration form or for employment purposes, is private, is treated with confidentiality, and is kept secure.



## Who Has Access

Only staff who require information to carry out regular business of the Division will have access to personal information. In circumstances defined in the FOIP regulations, Medicine Hat Catholic Regional Division No. 20 may be obligated to provide personal information to another organization.

## Consent

To support student learning, a signed consent form is required at the time of student registration to allow the school to continue with activities that occur during the school year, for example: posting student art work, acknowledging student achievement, and yearbook productions. You may revoke your consent, in writing, at any time.

You do not need to use the process provided under the FOIP Act to obtain access to the vast majority of information held by public bodies in Alberta. Information is often made routinely available by phone or through official publications and web sites. Also, public bodies have policies that allow staff to provide certain categories of information on request.

## Publications

The Division makes available all public documents at the request of an individual without the necessity of a FOIP request. For example: Minutes of the Board Meetings, Board Policies, and Financial Statements along with other division-level information.

To view these and other public documents contact the Medicine Hat Catholic Regional Division No. 20:

Catholic Education Centre,  
1251 – 1st Avenue SW - Medicine  
Hat, Alberta - T1A 8B4 - (403)  
527-2292 / [www.mhcbe.ab.ca](http://www.mhcbe.ab.ca)

## Making a Request Under FOIP

Please contact the school or the regional division office directly to request information before making a formal request. A FOIP request is considered the last alternative in acquisition of information. If the requested is withheld and the explanation for why it is being withheld is unsatisfactory, a request can be made under the FOIP Act in writing to the FOIP Coordinator.

Please contact us with questions or send your written request to the Medicine Hat Catholic Regional Division No. 20.

