



**CATHOLIC DISTRICT  
SCHOOL BOARD OF  
EASTERN ONTARIO**  
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# BOARD POLICY

**SECTION F**

**F2**

## **Communications - Personal Information Management Freedom of Information and Protection of Privacy**

### **POLICY STATEMENT**

1. The Board shall comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).
2. The Director of Education/designate shall be considered the Head of the Board for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.
3. The Board shall charge fees for the provision of information related to official requests made under the Act. Fees shall not be charged for access to one's own personal information.
4. The Director of Education will designate an officer of the Board to be the Freedom of Information Coordinator for the purpose of the MFIPPA. The Coordinator will be responsible for the following:
  - a) receiving all requests for information under the Act;
  - b) retrieving and reviewing Board records;
  - c) preparing correspondence related to notification and access, including tracking of requests;
  - d) preparing policies and procedures which support and comply with provisions under the MFIPPA;
  - e) preparing Board records for access, including severing of private information;
  - f) preparing the Board's Annual Report to the Information and Privacy Commissioner;
  - g) coordinating staff training related to implementation of the legislation; and
  - h) overseeing the administration of fees and financial reporting for requests made under the Act, in cooperation with the Finance Department.

Date of Board Approval: September 1, 2009  
Board Motion No. 0909323

#### **ADMINISTRATIVE PROCEDURES:**

- A) Freedom of Information and Protection of Privacy
- B) Information and Records Management

#### **REFERENCE:**