

## Code D: Business Administration

<b>POLICY TITLE AND CODE</b>
<b>FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY</b> <b>DJB</b>

### STATEMENT OF POLICY

Individuals have the right of access to certain information and, concomitantly, Greater Saskatoon Catholic Schools has a responsibility to restrict access to personal information about its employees.

### RATIONALE

Greater Saskatoon Catholic Schools is to be in compliance with the *Local Authority Freedom of Information and Protection of Privacy Act and Regulations*.

### AUTHORITY

*Local Authority*, Section L - 27.1

### GUIDELINES

1. The Director of Education is responsible to ensure compliance with the *Local Authority Freedom of Information and Protection of Privacy Act and Regulations*.

### PROCEDURES

1. The Director of Education may designate who shall serve as access officer and administrator in accordance with the *Act*.
2. Fees for copies of information shall be charged in accordance with the *Act*.

### REFERENCES

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships

**FORMS**

To be identified

**DATE APPROVED**

March 22, 1995

**DATES AMENDED**

July 25, 1995  
February 19, 1997  
February 2004