

FOIP Coordinators Responsibilities

Principals and decision unit managers/administrators are designated as FOIP Coordinators for their Schools and Decision Units. Responsibilities include but are not limited to:

- implementing district policies, regulations, and procedures to manage records in your district records at your location,
- ensure that district and legislated requirements are met by implementing best practices and procedures regarding the management of records and security/protection of personal information,
- ensuring staff follow appropriate practices and facilitate training opportunities,
- identifying and providing access to information that can be released as a routine disclosure or outside of a FOIP Request (i.e. appropriate access to the student record),
- assisting the District Records and FOIP Coordinator in responding to a FOIP request,
- access only to the information that they need to do their job (the least amount of information to get the job done!),
- all staff (including volunteers) are aware and trained regarding confidentiality and protection of privacy,
- Privacy Breach - if personal information is lost, stolen, misdirected or inappropriately accessed, contact District Records & FOIP Management at 780-429-8357,
- If you are sharing information with an outside organization you need to determine:
 - what information (if any) can be shared
 - do you need an information sharing agreement or
 - do you need parent consent
- Administration of a FOIP Request (see below).

FOIP Requests

A FOIP request may cover a vast quantity of information or it may cover a specific period of time or a specific event. You are responsible to **ensure that all records relating to the request that you or your staff may have** are located and provided to our office to process. Edmonton Public Schools is required to provide the applicant with either the responsive records and /or a cost estimate for copying these records within 30 calendar days of the request.

Procedure

1. If your school receives a FOIP request notify District Records & FOIP Management immediately at 780-429-8357.
2. A FOIP Request is confidential (only discuss it with individuals who “need to know”).
3. If a FOIP Request is received by the district that affects your school or DU, you will receive an e-mail *and phone call* outlining what information the applicant is requesting.
4. ***You are responsible for ensuring that all records that are located at your location or your staff may possess are submitted for the FOIP request, even if you are not identified as having records relating to the request. It is up to you to determine if your staff have records relating to the request,*** including by not limited to: computer files, e-mail (work/personal), paper files, notes, documents kept at home, personal files, PowerSchool, accident reports, discipline, administrative records, notebooks, etc. Please note: if you or your staff does not have any records, you still need to notify our office.
5. If you are aware of any other individuals outside of your site who may have documents relating to the request please inform the FOIP office immediately so that they may be contacted. Do not forward the request.
6. Gather all documents within the requested time frame (approximately 1 week) and send them to the District Records and FOIP Management. Include:

- Tracking form. Make sure to document what search terms were used (i.e. Smith, Tom Smith, Megan Smith, Frank Smith, etc.) and what physical locations were searched (paper files, archived files, etc.).
 - Electronic files can be printed or sent electronically.
 - Email – Label emails with the designated label (i.e. FOIP201605) ITS will use Google Vault to pull all identified emails and provide them as a PDF for me to process. **Do not forward or print emails.**
 - If possible send all documents from your location together
 - Use paper clips not staples!
 - Documents containing personal information should be sent in sealed envelopes.
 - Send information in secure packaging to: District Records & FOIP Management, Centre for Education
 - Mark package: CONFIDENTIAL
6. If there are documents that may be of a sensitive nature or concern please let me know. Our office works very closely with our Legal Counsel, District Support Services and Human Resources, as required.
 7. Our office will process the request using the FOIP Act to determine what information may be released. *Do not black out any information, I will review all records and sever according to the FOIP Act.*
 8. If you have any questions or concerns, please contact me at 780-429-8357
 9. Original documents will be returned to you.
 10. We are not required to create documents if they do not exist.

Next Steps

The applicant reviews the documents they & may contact the District FOIP Coordinator about the processing the request. It is up to the District FOIP Coordinator to explain what information was severed and why.

If the applicant believed that documents are missing, I will contact you & asking you to check to any additional records. If additional documents are located send them for immediately processing.

If the applicant believes that documents are missing, or that they believe that they should have access to information that was not provided, they may file a request for review with the Privacy Commissioner. The Privacy Commissioner will appoint an investigator to determine:

- If all documents provided.
- Were they provided in a timely manner?
- Was information deliberately withheld?
- Was information withheld appropriately under the FOIP Act?

REMEMBER that an individual who willfully alters, conceals or destroys records in order to evade a FOIP request, those individuals is liable to a fine under the Act of up to \$10,000.

Contact Maryann Hammermeister, 780-429-8357 for more information.

Reference:

[CN.BP - Managing District Information](#)

[CN.AR - Creation, Use & Maintenance of District Information](#)

[CNA.AR - Security of Personal and of District Information](#)

[IO.AR - Student Records](#)

Revised: May 2016