ADMINISTRATIVE PROCEDURE 258 ACCESS TO RECORDS

The *Freedom of Information and Protection of Privacy Act* (FIPPA) enables the public to request and obtain copies of records held by all provincial governmental public bodies, including the District, when those records are not routinely available.

Requests for Records

The District recognizes its obligations to respond to requests for access to records, including records containing personal information, openly and accurately by making every reasonable attempt to assist requestors with their requests.

A request for records is a written request that potentially could be released, in whole or in part, to anyone.

The Act requires the District to protect personal information of others, therefore the decision to grant complete or partial access to records or to refuse access will be made by the Privacy Officer guided by the relevant provisions of the Act.

If the Privacy Officer asks, the commissioner may authorize the public body to disregard requests under section 5 or 29 that (a) would unreasonably interfere with the operations of the public body because of the repetitious or systematic nature of the requests, or (b) are frivolous or vexatious. (Section 43 of the Act)

Records Available to the Public Without a Request are available at https://www.sd33.bc.ca/access-records-and-privacy-fippa.

Before Submitting a Request

- Review the Chilliwack School District's Privacy policies, administrative procedures and the *Freedom of Information and Protection of Privacy Act* (FIPPA) carefully.
- Ensure that you are seeking records, not information or answers to questions that can be readily obtained on the District website or from other sources aside from District.
- Do not ask questions or seek answers in an Access to Records request. You must request "records".

Submitting an Access to Records Request:

- Please use Form 258A Request for Access to Records. All formal Access to Records requests must be in writing.
- Describe the specific records that you are requesting clearly and concisely in as much detail as possible and limit your request to only the records you need to simplify the search and minimize potential fees.

- Do not ask questions or seek answers in an Access to Records request. You must request "records".
- Try to name the exact records you seek.
- Use specific dates and/or locations if applicable.
- Do not submit a request that is duplicate of a previous request as the previous request would have already been fulfilled and a response sent to you.
- Broad, complex requests, or requests for "all records" take longer to process and increase the likelihood of longer timelines of delivery and larger fees being charged to you.
- All formal requests must be submitted by in-person drop-off, mail, or email to:

  School District No.33
  Attn: Privacy Officer
  8430 Cessna Drive
  Chilliwack BC V2P 7K4
  email: privacy@sd33.bc.ca

Fees for Access to Records Requests

- A non-refundable application fee of $10 is required for all general Access to Records requests. Your request will not be processed until payment is received.
- There are no application fees for personal FIPPA requests or requests from Indigenous Governing Entities.
- Fee payments can be made by cash, cheque or credit card at the Chilliwack School District Office.
- Please note that additional processing fees may apply depending on the size and complexity of the request as permitted under Section 75 of the Act. If an additional fee will be charged, we will provide you with an estimate of the fees before responding to your request.
- The fees applicable to the processing of access to records requests are set out in Schedule 1 of the *Freedom of Information and Protection of Privacy Regulation*: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#Schedule1

Once the Access to Records Request has been received, the Privacy Officer will:

1. Acknowledge receipt of the request.
2. Determine whether the records are routinely accessible.
3. Log the request, create a file and track records.
4. Determine whether additional service fees are applicable or whether there will be a delay in responding and will proceed to notify the applicant of same.

5. Refer the request to the area responsible for the records to conduct a search.
6. Determine whether information in the records falls under any exceptions in *FIPPA*.
7. Prepare the response letter and records for disclosure.

Complaints and Inquiries

Questions or complaints about the District's Privacy Policies and/or Procedures should be directed to the Privacy Officer at privacy@sd33.bc.ca. Response to all complaints will be in writing.