

## Requests For Personal Records

### Day 1

A Freedom of Information Request for personal records is received.

The Privacy Office assesses the request and contacts the requester if clarification is required.

An acknowledgment letter is sent to the requester, asking them to provide government issued identification to confirm their identity.

The request is sent to the Executive staff of the program area/school responsible for the records, with a copy to the Director of Education.

The Associate Director, Executive Officer, and the Board's Communication department are notified of the new FOI request.

### Day 2-15

The program area/school forwards all responsive records to the Privacy Office.

The Privacy Office reviews the records and applies any redactions in accordance with MFIPPA

The Privacy Office prepares a decision letter notifying the requester of the disclosure decision.

The Executive staff of the program area responsible for the records are notified of the disclosure decision.

A briefing note is prepared for the Director, Associate Director, Executive Officer and the Board's Communication department outlining the disclosure decision.

### Day 15-30

#### **No Records Released**

A decision letter is sent to the requester stating the records are withheld in full with applicable the following MFIPPA exemptions.

#### **Outside The Scope of MFIPPA**

A decision letter is sent to the requester stating that certain categories of records are outside of the application of MFIPPA. i.e. most labour relations records.

#### **Records Released**

A decision letter is sent to the requester granting either full or partial access. If the records are provided on a CD, a \$10 fee would be issued to the requester.

The Privacy Office ensures a photocopy of identification, as well as the \$10 reproduction fee is received before the records are released.

One Day

Two Weeks

Complete

