



No.: SCH II-24-0182NE  
POSTED: September 18, 2024  
DEADLINE: 4:30 p.m. October 16, 2024

## Freedom of Information and Privacy Analyst

1 – Permanent Position

**Legal Services**

**Schedule II, Level 6**

**(Non-Union – 12 Months)**

**\$87,186 - \$104,634**

**The Toronto District School Board adheres to equitable hiring, employment, and promotion practices.**

*Reporting to the Senior Legal Council, the Freedom of Information (FOI) and Privacy Analyst will manage day-to-day operations to ensure the implementation of efficient and effective FOI processes across the Board, including processing FOI requests centrally and providing expert advice and guidance.*

*The FOI and Privacy Analyst will work closely with the Freedom of Information (FOI) Coordinator to develop and implement standards, guidelines, policies and procedures to ensure administrative and legislative requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) are adhered to.*

### **Summary of Duties:**

- Manage and administer the FOI process, provide advice and guidance on all aspects of the FOI process to departments, schools, external organizations, senior staff and trustees;
- Review and respond to requests for information in accordance with legislative requirements and Board policies;
- Determine disclosure of information and prepare responses to requests;
- Ensure requests for access to records/reports and personal information are processed within stated time limits;
- Work closely with internal departments in the coordination of responses to FOI inquiries;
- Prepare reports as required;
- Participate in the development of TDSB policies, procedures and processes related to the protection of privacy and security;
- Monitor and review the Board practices in relation to the collection, use, disclosure, retention and disposal of information to ensure compliance with privacy legislation (e.g., MFIPPA) or fair information practices in cases where legislation does not apply;
- Manage the escalation process to senior management regarding compliance issues which require prompt attention and work with affected area to resolve non-compliance cases;
- Work with the Board's legal counsel on complex and/or contentious access to information requests;
- Serve as the expert resource on the privacy law and its interpretation;
- Provide expertise and advice to staff regarding the interpretation and requirements of the FOI legislation including advice on other legislation in matters pertaining to personal information disclosure and privacy;
- Facilitate and analyse the exchange of information between departments;

- Liaise with the Information and Privacy Commissioner regarding appeals;
- Develop and implement ongoing, training and awareness programs;
- Conduct periodic audits of records as required;
- Responsible for continuous improvement of the service delivery model;
- Provide leadership in fostering equity and inclusiveness in the development and implementation of programs and services; and
- Other duties as assigned.

**Qualifications:**

- University degree in related field (e.g., Public Administration or Law) with two years progressively responsible experience in a public sector or educational environment or an equivalent of education and experience;
- Thorough understanding of the Municipal Freedom of Information and Protection of Privacy Act;
- Knowledge of best practices, principles and procedures applicable to freedom of information and privacy;
- Knowledge and understanding related policies, procedures and other relevant legislation;
- Demonstrated research, analytical and problem solving skills;
- Proven ability to communicate effectively both orally and in writing;
- Understanding of records retention, retrieval and disposition;
- Demonstrated ability to handle matters requiring high levels of diplomacy, sensitivity and confidentiality;
- Proven ability to organize and coordinate a diverse number of projects;
- Proven ability to work under pressure in order to meet frequent deadlines;
- Proven ability to prepare accurate reports and summaries;
- Proven ability in promoting equitable practices which value inclusiveness and diversity; and
- Proficient computer skills including, word processing, spreadsheet and database applications, presentation packages, records management classification system, email, internet.

**Special Requirements:**

- May be required to work evenings and weekends sometimes with minimal or no notice in order to meet operational requirements;
- Occasional travel across TDSB.

**Work Year:** 12 Months

**Location:** 5050 Yonge Street (Wheelchair Accessible) (Hybrid Work Eligible)

**Please note:**

Applications **must** be submitted using the link below by **October 16, 2024:**

[https://tdsb-jobs.sabacloud.com/Saba/Web\\_spf/CA1PRD0033/jobs-jobs/career/jobdetail/jobrq00000000004425](https://tdsb-jobs.sabacloud.com/Saba/Web_spf/CA1PRD0033/jobs-jobs/career/jobdetail/jobrq00000000004425)

Only applicants selected for an interview will be contacted. Applications will not be acknowledged in writing.

***The Toronto District School Board is deeply committed to promoting Truth, Reconciliation and the rights of Indigenous peoples, Human Rights, Equity and Anti-Racism, and the elimination of Oppressive Practices, in our schools, our workplace and in the communities we serve. We strongly encourage applications from all individuals including those with varied lived experiences that can contribute to the diversification of the workforce at TDSB.***

***We strive to meet the accommodation needs of persons with disabilities. Applicants are encouraged to make their needs for accommodation known in advance during the application process.***

***The TDSB follows a hybrid work structure where some employees may be able to work remotely at times, based on operational requirements. Please refer to [Policy P103](#), Flexible Working Arrangements for more information.***