

Mackenzie County

Title	Formal Request for Information	Policy No:	RM003
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Legislation Reference	Freedom of Information and Protection of Privacy Act (FOIP) Sections 16, 17, 18, 38, 40
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PURPOSE

To provide access to information in accordance with the *Freedom of Information and Protection of Privacy Act (FOIP)*.

POLICY STATEMENT

To ensure that information not routinely disclosed or actively disseminated is released in accordance with the *FOIP Act*.

1. DEFINITIONS

(as defined in the Freedom of Information and Protection of Privacy Act)

- a) **“Employee”** – means a person who performs a service for the public body as an appointee, volunteer or student or under a contract or agency relationship with the public body.
- b) **“Personal information”** – means recorded information about an identifiable individual.
- c) **“The Act”** – means the *Freedom of Information and Protection of Privacy Act*.

2. PROCEDURES

- a) The Director of Legislative and Support Services shall:
 - i) Be accountable for the implementation, administration and compliance of this policy.
 - ii) Decide on whether to provide the information or deny access to the information stating reasons in accordance with The Act.
 - iii) Apply any applicable charges in accordance with the fee schedule in the *FOIP Regulation*.
- b) The Records Management Clerk shall:

- i) Assist the Director of Legislative and Support Services with all formal requests for information under The Act.
- c) Formal requests for information received under The Act will be handled in accordance with the procedures defined in The Act.
- d) Personal information shall be protected in accordance with Section 38 of The Act.
- e) Personal information shall be released in accordance with Section 40 of The Act.
- f) This Policy shall replace Policy ADM025.

	Date	Resolution Number
Approved	2018-07-25	18-07-519
Amended		
Amended		