

Salt Spring Island Fire Protection District

POLICY MANUAL

Section	Information
Policy Number	AG-5301-01
Policy Title	Freedom of Information and Protection of Privacy

POLICY OBJECTIVE

To provide staff and the public with an overview of the *Freedom of Information and Protection of Privacy Act* and its application to the records in the custody of the Salt Spring Island Fire Protection District.

DEFINITIONS

“Administrator” as established in the District’s *“Officer Positions Establishment Bylaw No.85”*.

“District” the Salt Spring Island Fire Protection District.

“FIPPA” the *Freedom of Information and Protection of Privacy Act*.

“FIPPA Coordinator” the staff person appointed by the Board of Trustees as the *Freedom of Information and Protection of Privacy Act* Officer for the District.

“Formal request” are requests for records that are neither routinely available nor available through more informal procedures. Formal request under *FIPPA* must be made in writing and directed to the *FIPPA Coordinator*. Applicable fees will apply. (*Freedom of Information and Protection of Privacy Regulation, Schedule 1*)

“Information request” is information that is generally routinely available but requires a review of records, usually by the Fire Chief or Administrator. This can be a request for records that are not readily at hand such as those stored in semi-active or archived files. Applicable fees will apply. (*Freedom of Information and Protection of Privacy Regulation, Schedule 1*)

“Record” defined in the *Freedom of Information and Protection of Privacy Act* includes books, documents, maps, drawings, photographs, letters, vouchers, papers and other things on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

“Routine request” is information that is commonly available and often posted on the District’s website and would include auditor’s reports, annual reports, agendas and minutes of District meetings. A fee may be charged for this information. These requests can be verbal and do not require the involvement of the *FIPPA Coordinator*.

STATEMENT OF POLICY

Salt Spring Island Fire Protection District records shall be made available for public review except those barred from release by the Freedom of Information and Protection of Privacy Act and those documents deemed to be confidential by the Board of Trustees as allowed by the *FIPPA*.

It is the District’s policy to encourage those seeking information to make an informal request. *Routine requests* or *information requests* inquiries may be made by mail, courier, fax, e-mail. If answers cannot be provided immediately by receiving staff, details will be recorded and forwarded to appropriate authority (the Fire Chief for operational inquiries and the *Administrator* for all others). *Formal requests* must be made in writing and on the form provided.

Acknowledgement of an inquiry will be provided within forty eight hours of receipt of a request. The initial reply may be to inform the inquirer that their request is being dealt with and by whom.

If denied, the *FIPPA Coordinator* will advise the inquirer in writing of the decision and the reason(s) for the refusal to disclose the requested information or record.

RESPONSIBILITIES

The District’s Board of Trustees is to appoint a *FIPPA Coordinator*.

The *FIPPA Coordinator* will draw up an Operational Guideline that supports and implements this policy. This guideline is to be reviewed annually by the *FIPPA Coordinator* and the Marketing & Communications Committee of the Board of Trustees (or such other committee of the Board so designated).

BOARD DISCRETION

The provisions set out in this policy are subject to revision from time to time at the discretion of the Board of Trustees.

RELATED DOCUMENTS

Freedom of Information and Protection of Privacy Act [RSBC 1996] Chapter 165
Freedom of Information and Protection of Privacy Regulation B.C. Reg. 155/2012

APPROVALS

Approval date:	2016-05-16	Approved by:	Board of Trustees
1. Amendment date:		Approved by:	
2. Amendment date:		Approved by:	
3. Amendment date:		Approved by:	