

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
A-07			Access To Information (FOIP)
Approval	D/M/Y	Resolution #	
Amended	13.02.17	17.057	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process to facilitate access to information in the possession of the Town and to ensure personal information is protected from unauthorized collection and use of disclosure.

1. Policy

- 1.1** Public access to information will be granted in accordance with the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25
- 1.2** It is the responsibility of the Town, through its employees to, respond to persons requesting information as quickly and conveniently as possible, unless there are clear and reasonable grounds to withhold the information based on the record classification.
- 1.3** The (FOIP) Coordinator is the Chief Administration Officer for the purposes of the Freedom of Information and Protection of Privacy Act (pursuant to Section 89). The Chief Administrative Officer may delegate the duties for the Freedom of Information and Protection of Privacy Act.

2. Right to Information

- 2.1** On request, provided the Applicant pays the applicable fees as set out in the Town of Vulcan Rates and Fees Bylaw as per Section 93 of the Act.
Each applicant has a right to:
 - (a) Access a Record that is in the possession of the Town;
 - (b) View a Record in the possession of the Town;
 - (c) Request copies of a Record that is in the possession of the Town;
 - (d) Request corrections to personal information maintained by the Town; and
 - (e) Receive a copy of a Record maintained by the Town in a format that is reasonably available, unless the Record is Exempt information pursuant to this bylaw.**Fees may be assessed for:**
 - (a) Searching for, locating and retrieving records;
 - (b) Computer processing and programming;
 - (c) Producing a copy of a record;
 - (d) Preparing and handling a record for disclosure;
 - (e) Shipping records to the applicant; and
 - (f) Supervising examination of records by an applicant.

- END OF POLICY-