

FORMAL ACCESS TO INFORMATION

Section:	Administration (AD)
Subject:	Organization of the Institution
Legislation:	<i>Freedom of Information and Protection of Privacy Act</i> (RSA 2000 cF-25); <i>Freedom of Information and Protection of Privacy Regulation</i> (AR 186/2008).
Effective:	April 10, 2024
Revision:	

APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to comply with the *Freedom of Information and Protection of Privacy Act*.

PROCEDURE

GOVERNING PRINCIPLES

1. The *Freedom of Information and Protection of Privacy Act* ("FOIP Act") provides a right of access to any record held in the custody or under the control of SAIT, subject to mandatory and discretionary exceptions specified in the *FOIP Act*.
2. SAIT may disclose certain types of information informally through routine channels ("routine disclosure") without the necessity of making a formal request for access to information ("access request").

PROCEDURE

A. Formal Request for Information

1. Any individual may make a formal request to access information ("access request") by submitting a request in writing. Individuals may complete and submit a [Request to Access Information form](#) along with any applicable fees.

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2. An individual who is requesting access to their own personal information will be required to produce one piece of valid government-issued photo identification (e.g., driver's license or passport) to verify their identity before being permitted access to records containing their personal information.
3. Another individual or organization who is representing the individual (e.g., legal counsel) and who is requesting access to the individual's personal information must provide SAIT with documentation that they are authorized to legally act for that person (e.g., authorization of representation form).
4. The FOIP Coordinator will process the access request by conducting the search for records, documenting the search process, providing notification to any affected third parties, preparing the records (if any) for disclosure and providing the access decision to the individual.

POLICY/PROCEDURE REFERENCE

AD.1.1	Privacy policy
AD.1.1.1	Personal Information – General Guidelines procedure
AD.1.1.2	Confidentiality of Student Information procedure
AD.1.1.3	Confidentiality of Employee Information procedure
AD.1.1.5	Privacy Complaints procedure

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