

# Scott Point Waterworks District

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**Policy Number: 005**

**Revision: 1**

**Date: March 4, 2020**

## **Freedom of Information and Protection of Privacy Policy**

*Applicable to: Trustees and Employees of Scott Point Waterworks District*

The District is subject to the Freedom of Information and Protection of Privacy Act. The purposes of the Act are to:

- Give the public a right of access to records;
  - Give individuals a right to obtain and correct personal information about themselves;
  - Specify limited exceptions to the right of access to records;
  - Prevent the unauthorized collection, use, or disclosure of personal information by public bodies; and
  - Provide independent review of decisions by public bodies.
1. The Administrative Office shall be responsible for the administration of this policy.
  2. The District shall make available via its website:
    - Letters Patent
    - By-laws
    - Annual financial statements and auditor's report
    - Annual reports
  3. Any other record shall be made available to the public upon receiving a written request unless such document is protected by the privacy provisions of the Act.
  4. The District will make requested records available within 30 days, unless the request has insufficient detail to identify the document or consultation is required with another agency or a third party such as a lawyer. In such circumstances a 30 day extension may be taken upon giving notice to the person making the request.
  5. At the discretion of the District, documents can be made available via viewing at a place chosen by the District, mailed, or sent via electronic means. The District's shall charge a fee of \$50 per hour (for time in excess of 3 hours) for the retrieval and preparation of records, and a reimbursement of direct costs to reproduce and ship requested records.

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6. The District will minimize the collection of personal information and only retain personal information required for the purposes of providing water service and billing for that service. The District will ensure that no personal financial information is retained through the process of collecting payments. Contact information is not considered personal information.
7. The District will keep secure the personal information kept in its records, including personal information records retained by trustees and employees. Unless required by law and in accordance with the provisions of the Act, the District will not disclose personal information.
8. Appeals of any decision by the District with respect to requests for, or handling of records may be made to the Office of the Information and Privacy Commissioner.